Chapter 5

Change in Work Status

Learning Objectives

⇒ Define terms, concepts, and procedures.

⇒ Process Leave without Pay Inactive Status (LWOP).

⇒ Execute Return from Leave.

⇒ Enter a termination.

⇒ Process Retirement.

⇒ Explain D.R.O.P. process and demonstrate how to enter the information.

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Leave without Pay (LWOP)

Leave without pay (LWOP) status may be necessary for a number of reasons, including maternity leave, military leave, and/or disciplinary action. The *LWOP-Inactive Status* action is for employees who remain away from work for more than 10 days. If an employee is absent from work without pay for less than 10 days, the employee cannot be placed on LWOP-Inactive Status. In most cases, annual and sick leave must be exhausted before LWOP is used. Contact the Office of Personnel Management (OPM) for necessary guidance and policy clarification.

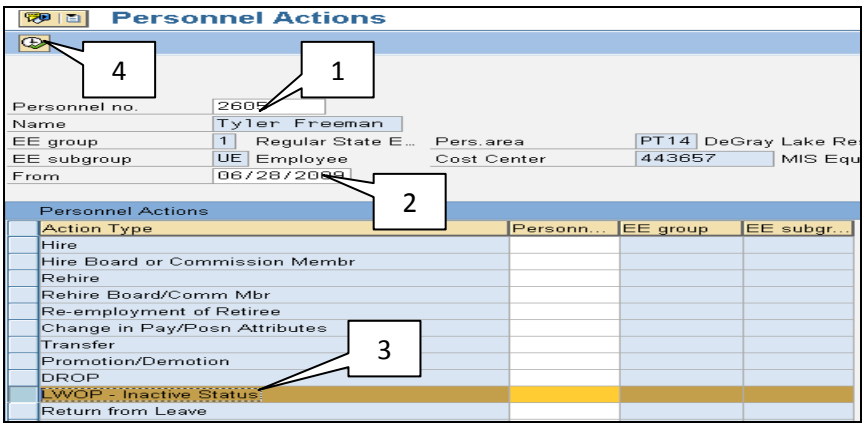
Payroll processing and time accrual stops while the employee is on LWOP-Inactive Status. The LWOP effective date is the last day the employee is in active status (their last working day). Ordinarily, the effective date must not be earlier than the beginning of the first pay period of the fiscal year. If an effective date earlier than the beginning of the first pay period of the fiscal year is necessary, the agency must submit a request with justification for approval to OPM. For additional information regarding pay period begin dates, consult the Bi-weekly Schedule of Pay Periods issued by OPM for pay period begin dates.

Time Management processes the LWOP via the employee's time sheet. If time is reflected on the CAT2 timesheet for the date the employee is placed on LWOP Inactive Status or any date thereafter, an error message states, "Timesheet entry after inactive period date must be deleted." This message indicates the *LWOP-Inactive Status* action was not saved. Before proceeding, contact the agency time-entry personnel for records correction.

Scenario: As the result of a worker's compensation claim effective June 28, 2009, Tyler is placed on leave without pay inactive status using transaction PA40 LWOP-Inactive Status (PA40) . Tyler anticipates returning to work August 10.

Action Steps:

1. Enter the personnel number.
2. Enter the effective date.
3. Select *LWOP-Inactive Status*.
4. <Execute> to advance to the next screen.



Actions (Infotype 0000)

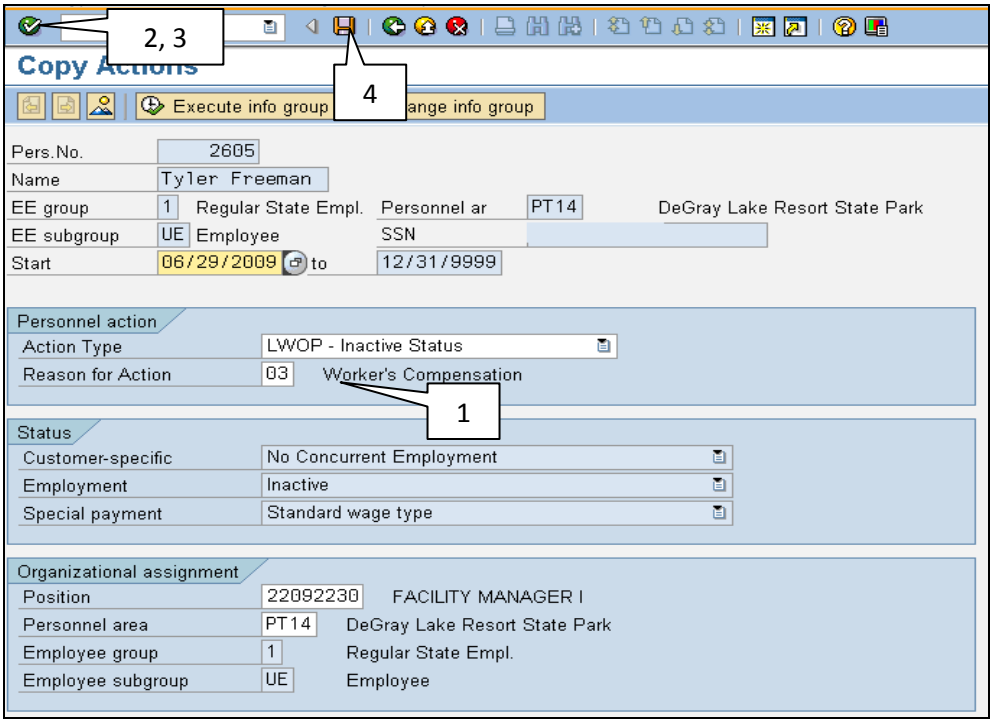
There are four reason codes for LWOP-Inactive Status.

Reason Code	Explanation
Disciplinary	Employee is placed on leave without pay due to a disciplinary action.
Non-disciplinary	Employee is placed on regular leave without pay.
Workers' Compensation	Employee is placed on Workers' Compensation for an extended period of time.
Extended Military	Employee is placed on Military Leave, excluding the annual training.

Action Steps:

1. Select a reason code.
2. <Enter> . The system displays this message

indicating the previous record's end date is changed.
3. <Enter> to validate the information.
4. <Save> to save the information.

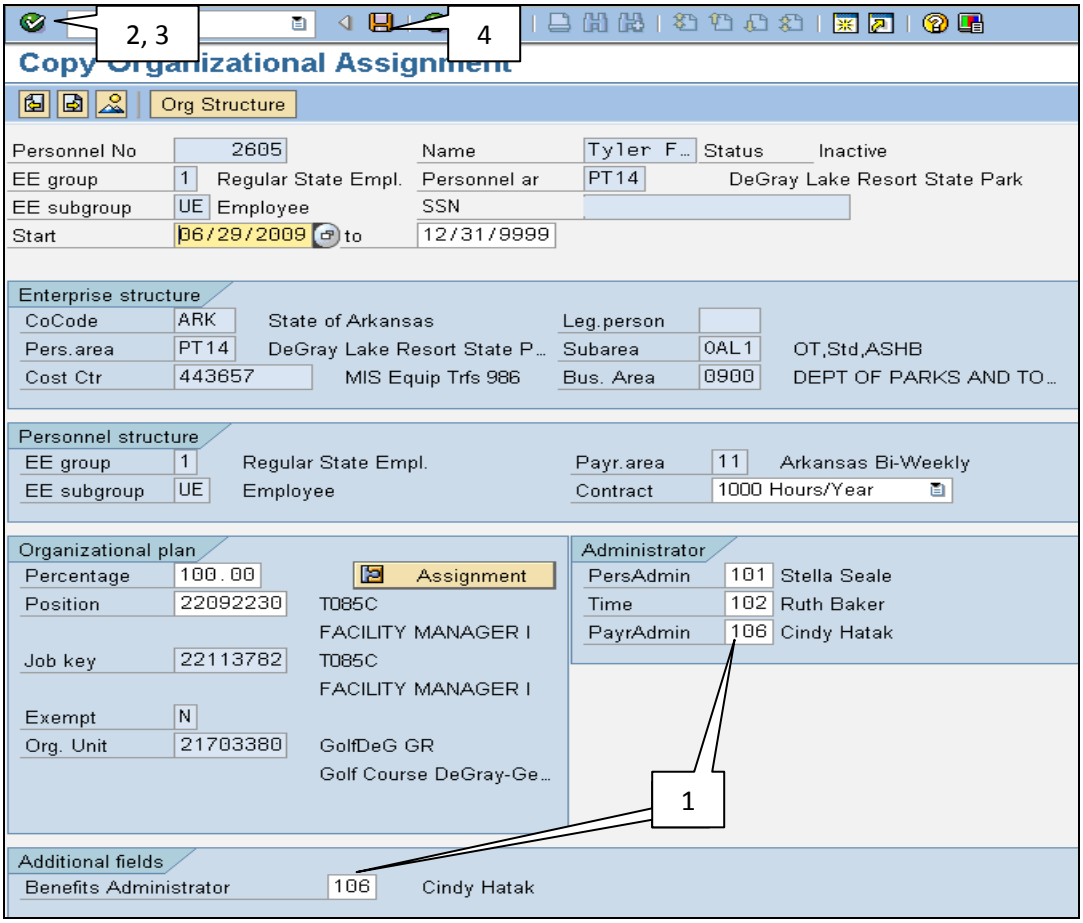


Organizational Assignment (Infotype 0001)

When an employee is placed on LWOP-Inactive Status, notification of the effective date must be submitted to the appropriate administrators.

Action Steps:

1. Verify the information in the *PersAdmin, Time, PayAdmin*, and *Benefits Administrator* fields.
2. <Enter>. The system displays this message Record valid from 06/28/2009 to 12/31/9999 delimited at end, indicating the previous record's end date is changed.
3. <Enter> to validate the information.
4. <Save> to save the information.

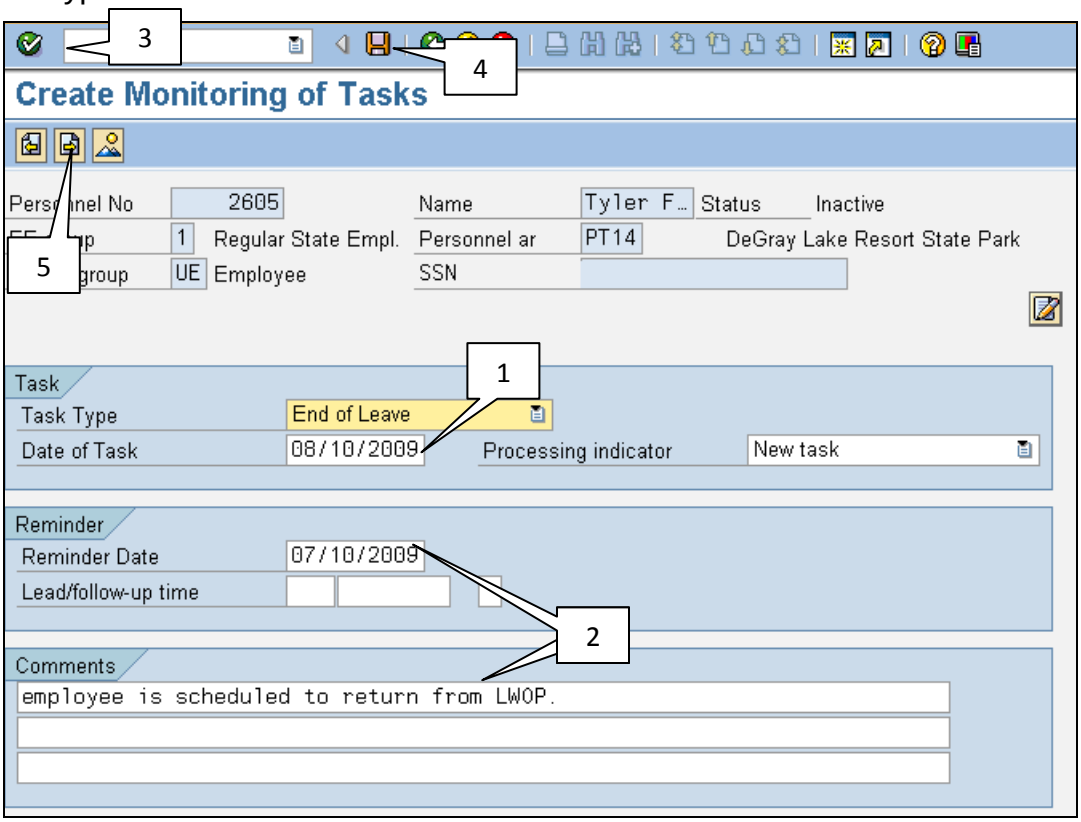


Monitoring of Tasks (Infotype 0019)

Although optional, this infotype serves as a valuable tool for tracking LWOP. The Ad Hoc Query report is a great tool for viewing this information. The *End of Leave* date alerts the agency of the employee's tentative return date.

Action Steps:

1. Task type defaults to *End of Leave.*
2. Enter the end date of the LWOP-Inactive Status in the *Date of Task* field and add any in the *Comments* field as required.
3. <Enter> to validate the information.
4. < Save> to save the information.
5. A second screen appears, <Next record> to continue to the next infotype.



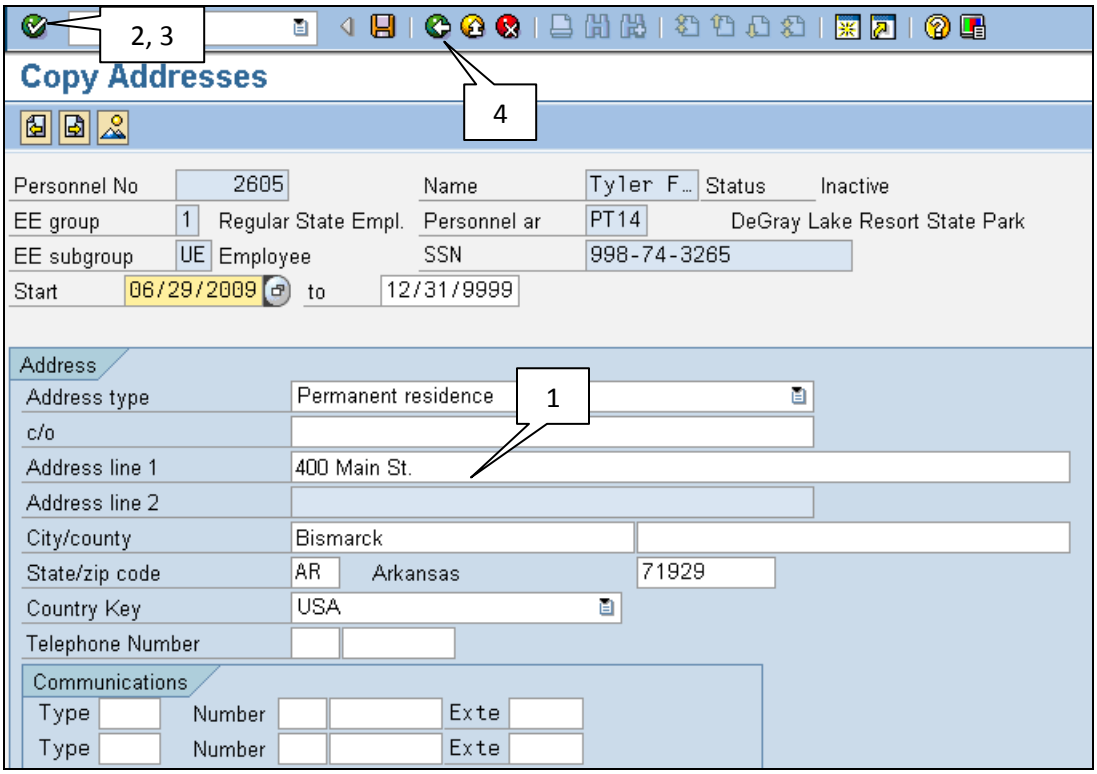
Addresses (Infotype 0006)

This infotype stores the business and permanent residence addresses. Verify the employee's permanent residence address and telephone information.

If corrections are not required, <Next record> to continue.

Action Steps for changes:

1. Review and make any required corrections.
2. <Enter>. The system displays this message Record valid from 06/28/2009 to 12/31/9999 delimited at end, indicating the previous record's end date is changed.
3. <Enter> to validate the information.
4. <Save> to save the information.



You have completed the *LWOP-Inactive Status* action.

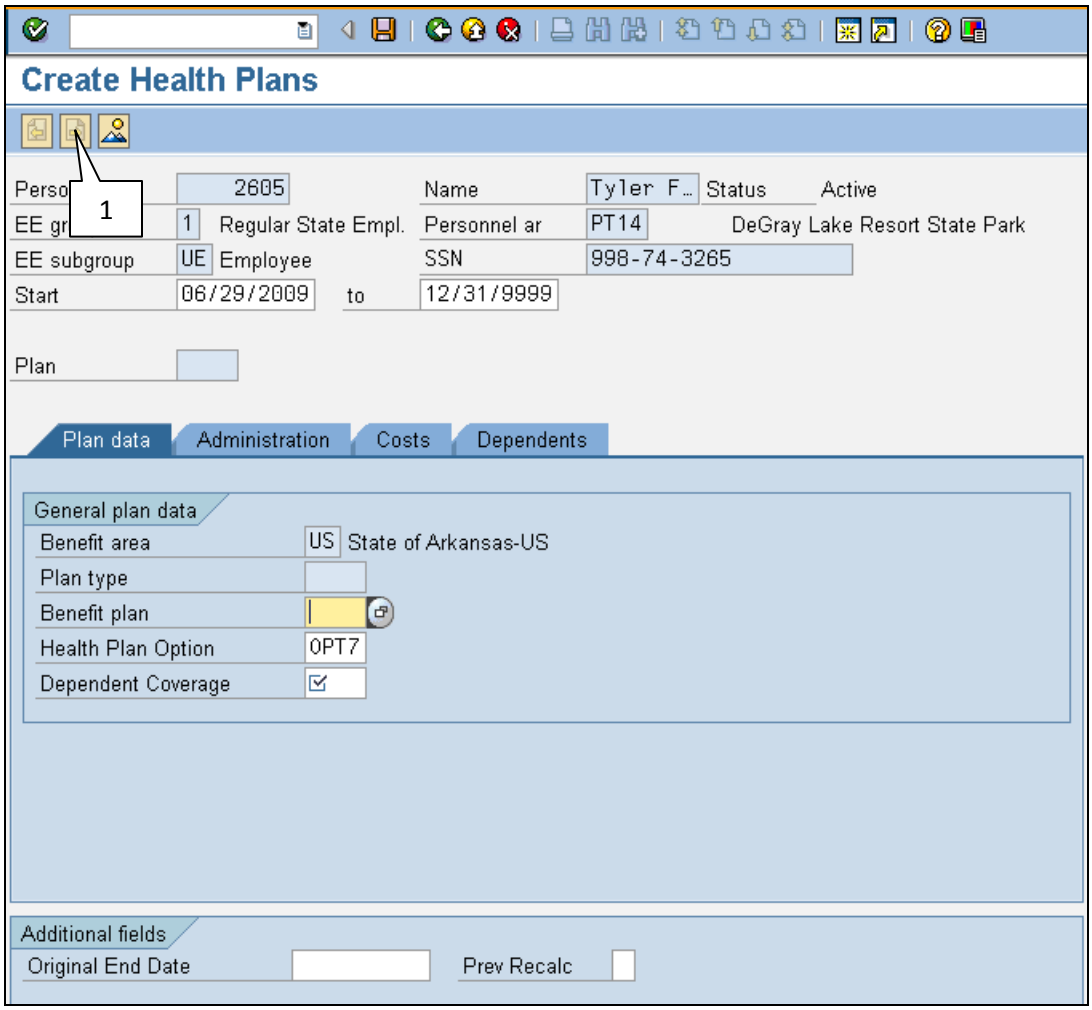
Health Plan (Infotype 0167)

The Health Plan (IT0167) is reflected only if the employee does not have a health plan record at the time the LWOP-Inactive Status action (PA40) is entered.

Scenario: Tyler is not enrolled in any type of health plan.

Action Steps:

1. <Next record> to continue.



Return from Leave

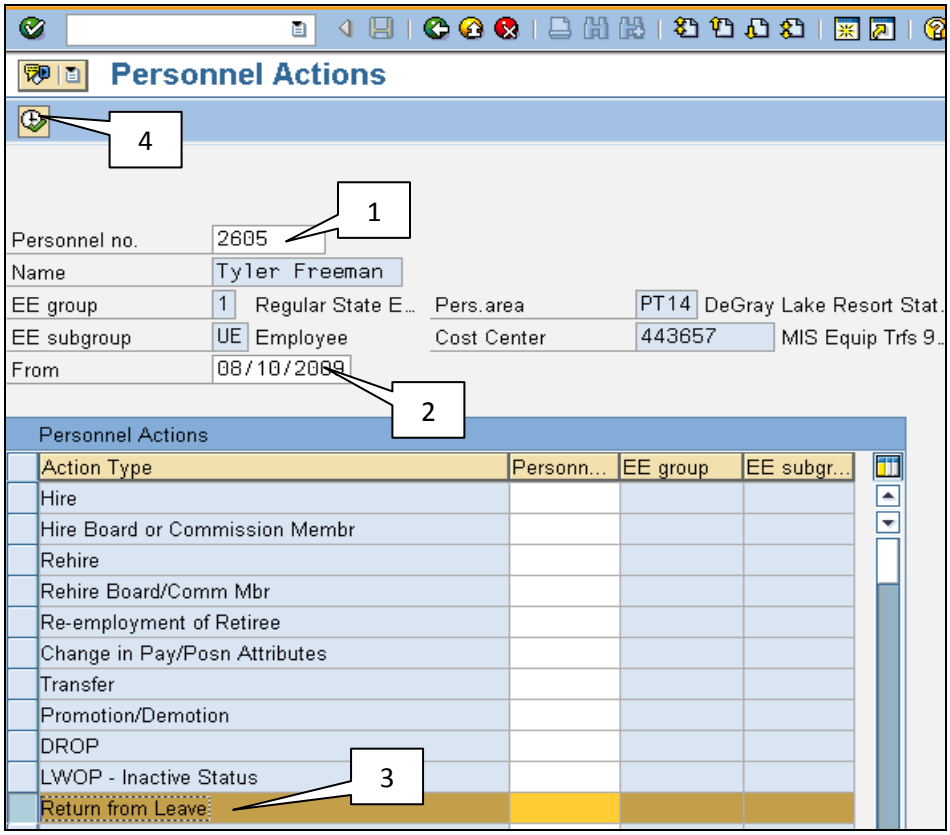
When an employee returns to work after being on LWOP, the process of returning the employee to active status must occur.

Ordinarily, the effective date must not be earlier than the beginning of the first pay period of the fiscal year. If an effective date earlier than the beginning of the first pay period of the fiscal year is necessary, the agency must submit a request with justification for approval to OPM. For additional information regarding pay period begin dates, consult the Bi-weekly Schedule of Pay Periods issued by OPM for pay period begin dates.

Scenario: On August 10, Tyler returns to work. Use transaction PA40 (Return from Leave) to place Tyler back into active status.

Action Steps:

1. Enter the personnel number.
2. Enter the effective date.
3. Select *Return from Leave.*
4. <Execute> to advance to the next screen.

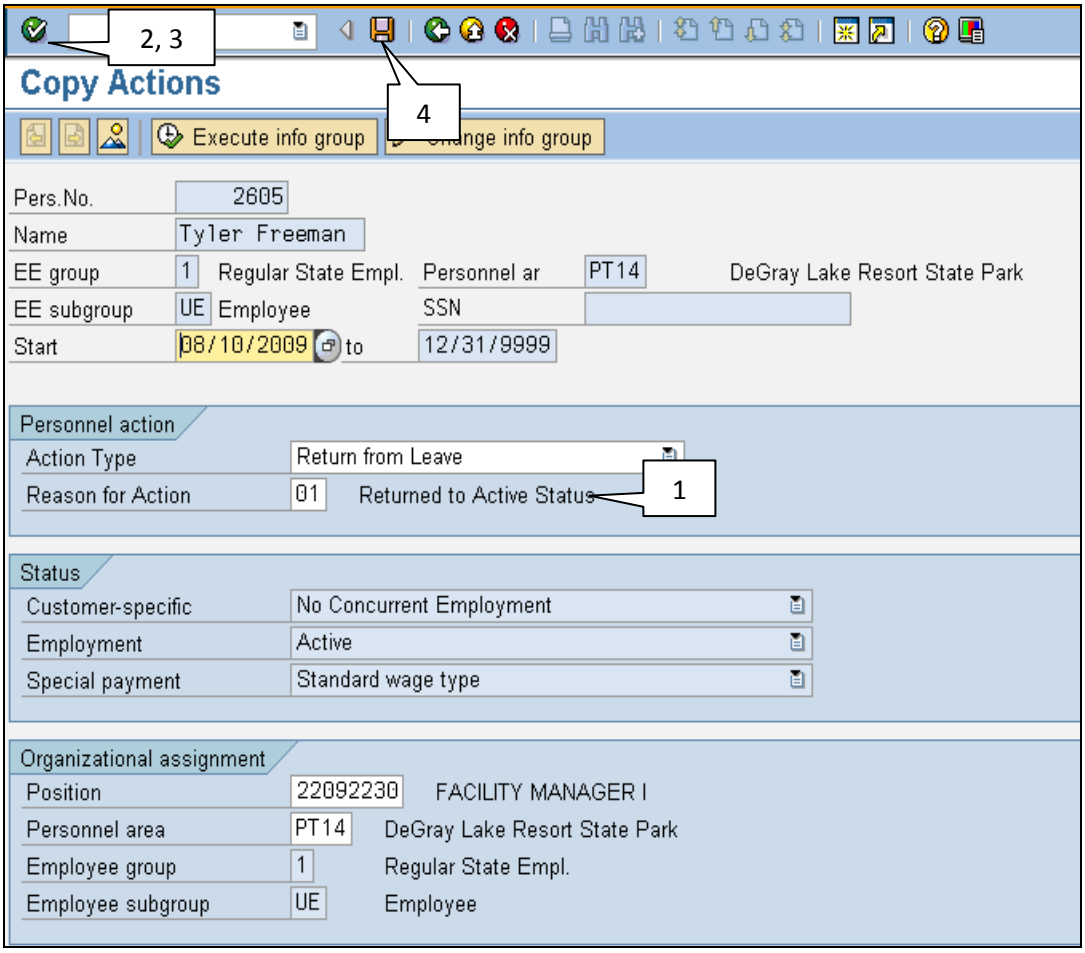


Actions (Infotype 0000)

Action Steps:

1. Select *Reason for Action* code.
2. <Enter> . The system displays this message

, indicating the previous record's end date is changed.
3. <Enter> to validate the information.
4. <Save> to save the information.

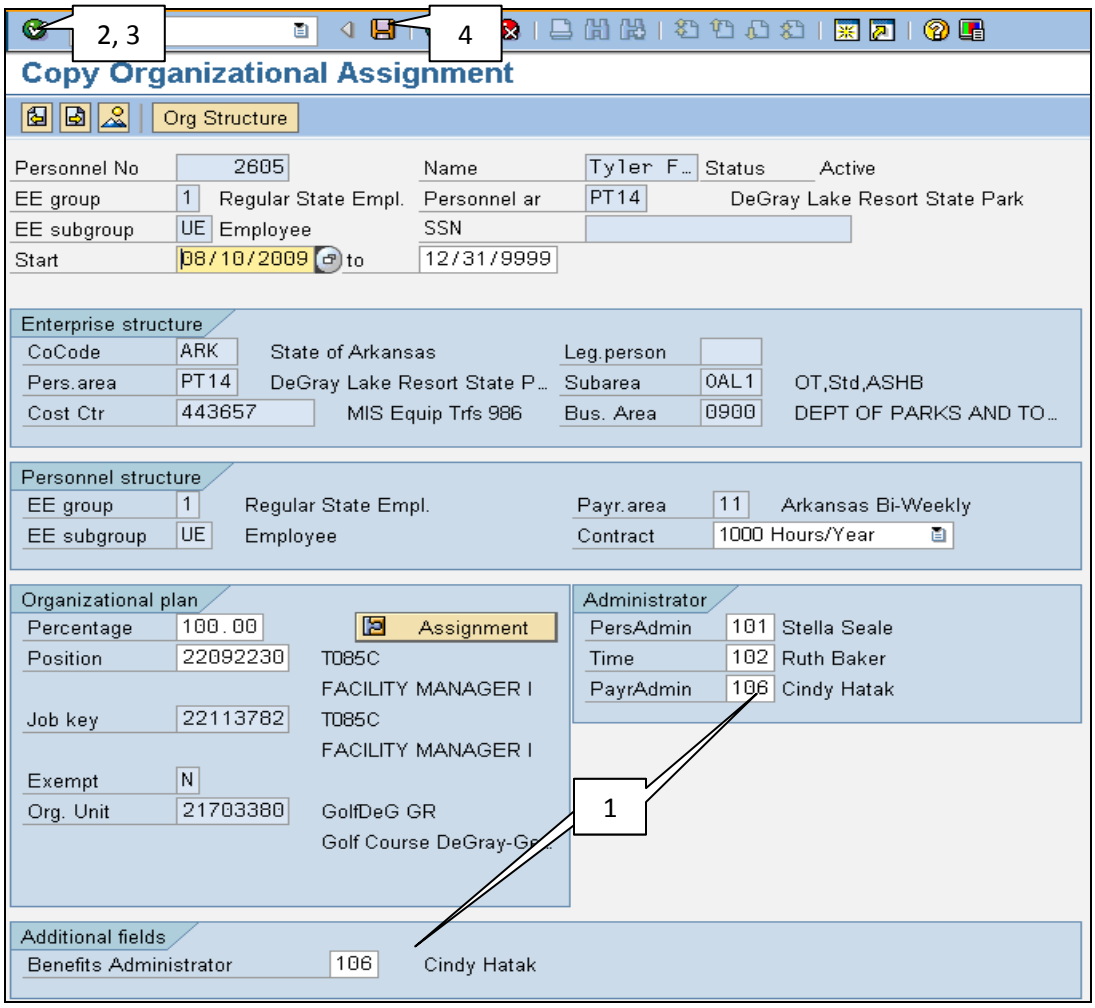


Organizational Assignment (Infotype 0001)

Specific guidelines apply when an employee returns to work from LWOP inactive status. Therefore, notification of the effective date on which an employee returns from LWOP inactive status must be submitted to the appropriate administrators.

Action Steps:

1. Verify the employee's *PersAdmin, Time, PayrAdmin, and Benefits administrator*.
2. <Enter> . The system displays this message Record valid from 06/29/2009 to 12/31/9999 delimited at end, indicating the previous record's end date is changed.
3. <Enter> to validate the information.
4. <Save> to save information.



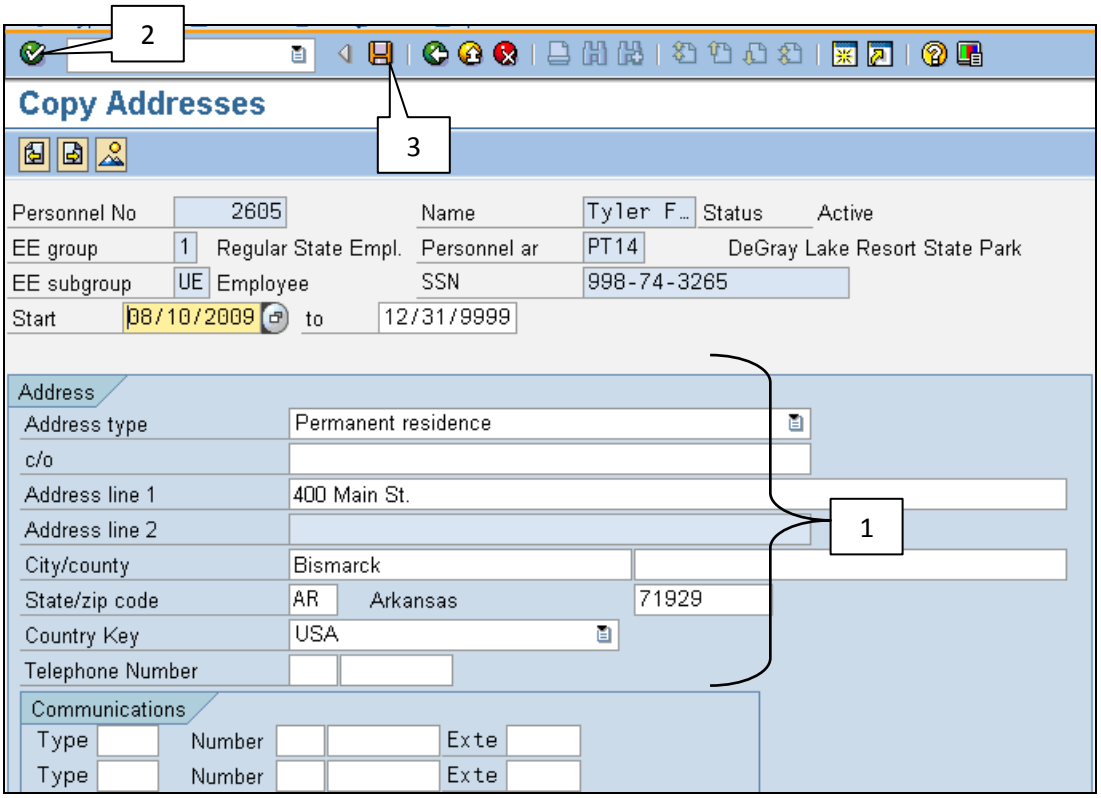
Addresses (Infotype 0006)

Verify employee's permanent residence address and telephone information.

If corrections are not required, <Next record> to continue to the next infotype.

Action Steps:

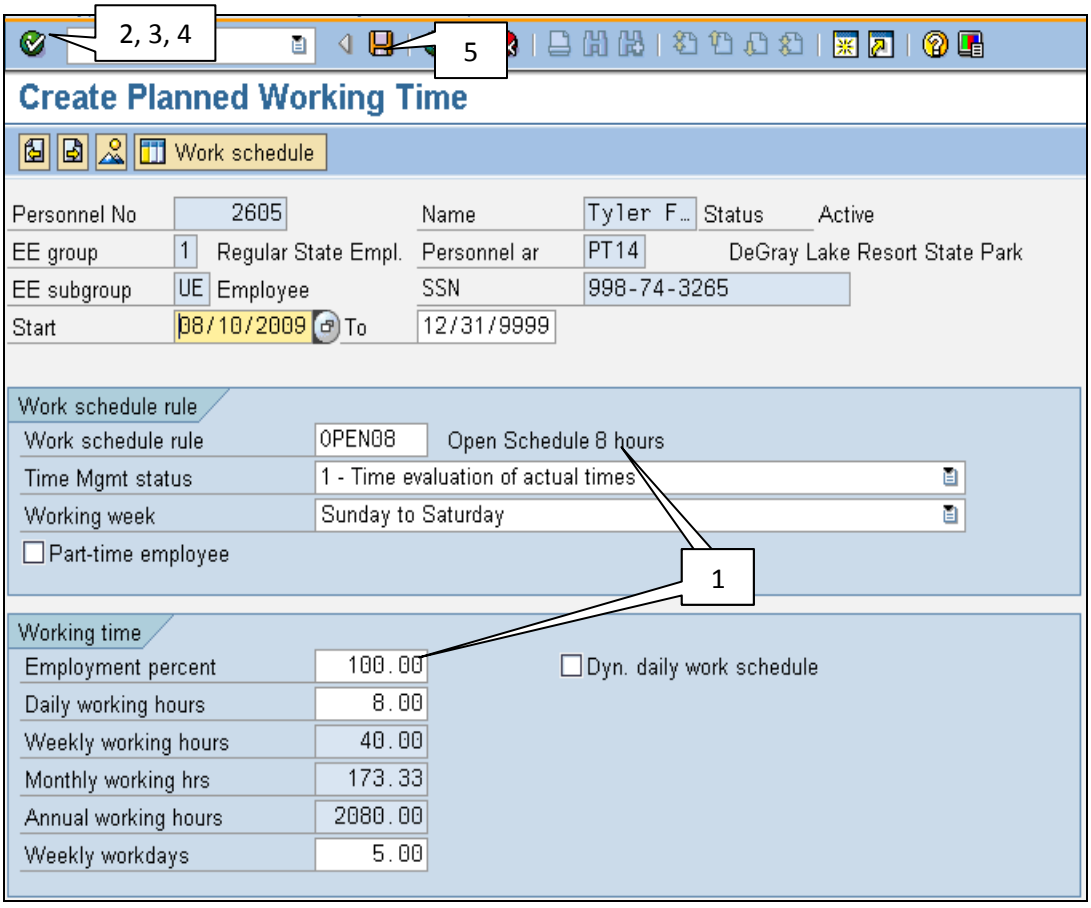
1. Review and make any required corrections.
2. <Enter> to validate the information.
3. <Save> to save the information.



Planned Working Time (Infotype 0007)

Action Steps:

1. Verify the work schedule and employment percent.
2. <Enter>. This message appears. Attention: Please check Basic Pay infotype (0008)
3. <Enter>. The system displays this message Record valid from 07/01/2007 to 12/31/9999 delimited at end, indicating the previous record's end date is changed.
4. <Enter> to validate the information.
5. <Save> to save the information and return to the *Personnel Actions* screen.



You have completed the *Return from Leave* action.

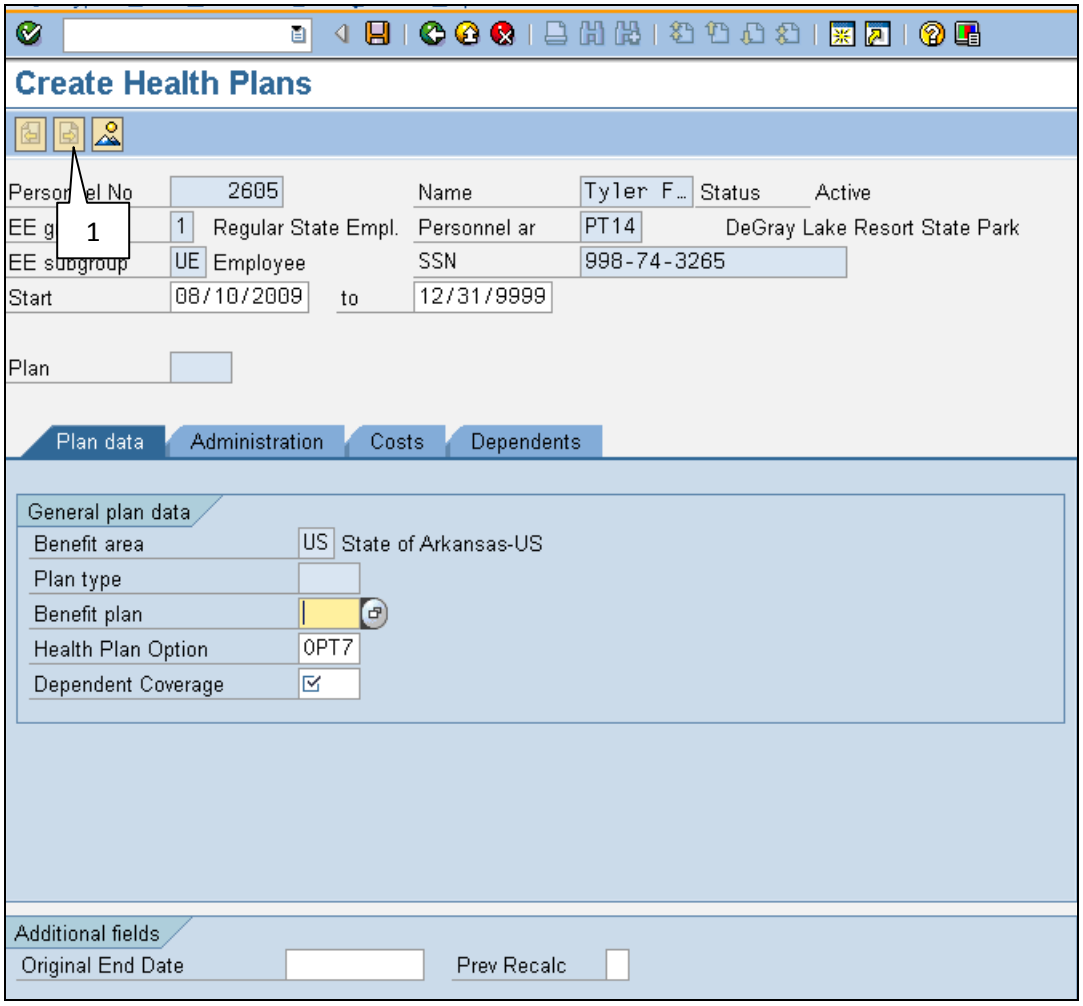
Health Plan (Infotype 0167)

The Health Plan (IT0167) is reflected only if the employee does not have a health plan record at the time the Return from Leave action (PA40) is entered.

Scenario: Tyler is not enrolled in a health plan.

Action Step:

1. <Next record> to continue.



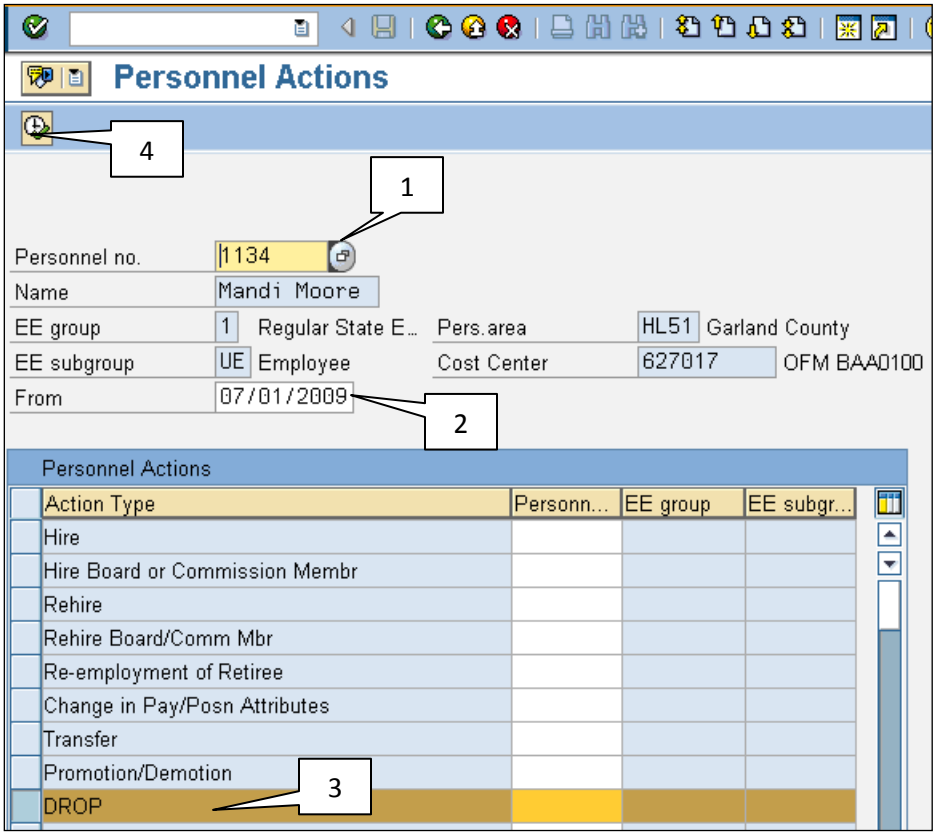
DROP (Deferred Retirement Option Plan)

The DROP (Deferred Retirement Option Plan) action does not stop employer matching or employee contribution from being made to the employee's retirement plan. The employee notifies the Agency Benefits Specialist after enrolling in DROP. The DROP action is located within the PA40 transaction. A workflow message is sent to the Benefits Administrator because overpayments may be paid to the retirement plan.

According to Retirement System policies, the start date is always the **First Day** of the Month. The effective date must not be earlier than the beginning of the first pay period of the fiscal year. Consult the Bi-weekly Schedule of Pay Periods issued by OPM for pay period begin dates. If it is necessary for the agency to have an effective date beyond the beginning of the first pay period of the fiscal year, the agency must submit a request with justification for approval to the Office of Personnel Management/State Payroll.

Action Steps:

1. Enter the *Personnel no.*
2. Enter the DROP effective date.
3. Select *DROP*.
4. <Execute> to advance to the next screen.

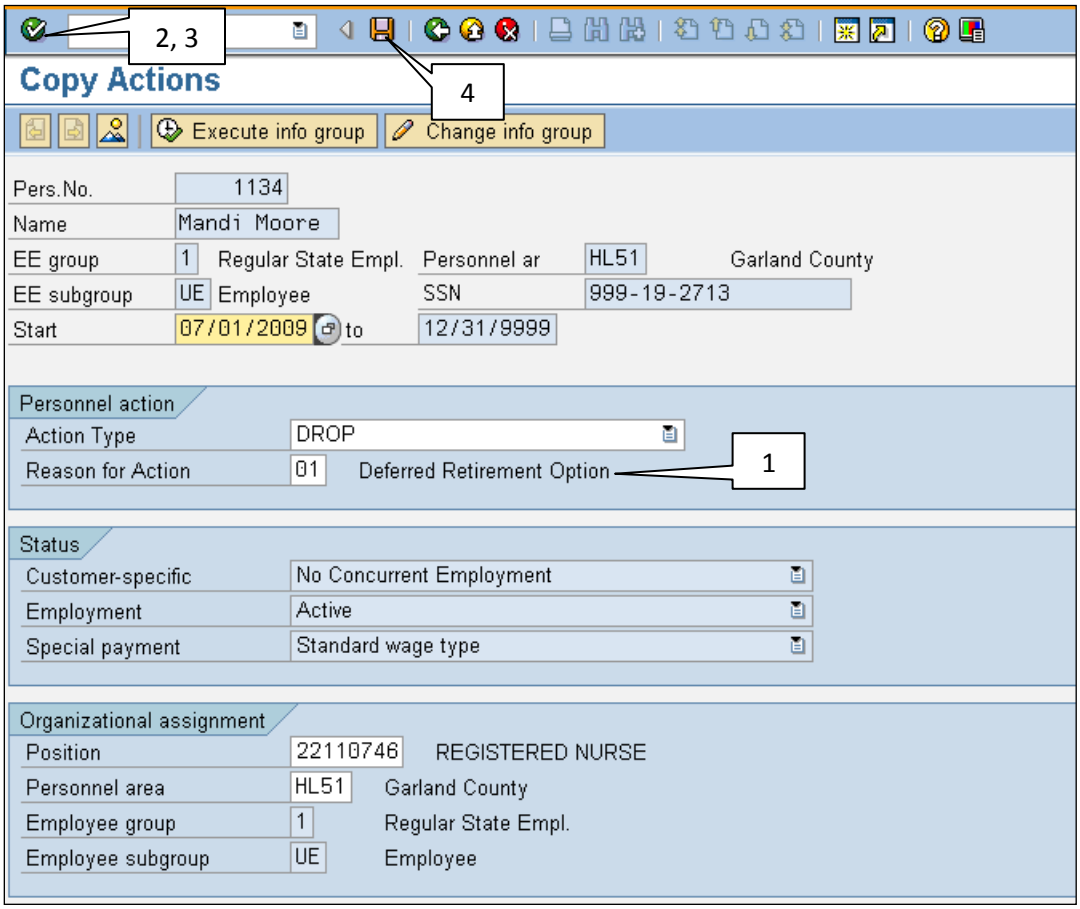


Actions (Infotype 0000)

Action Steps:

1. Select the *Reason for Action.*
2. <Enter> . The system displays this message

indicating the previous record's end date is changed.
3. <Enter> to validate the information.
4. <Save> to save the information.



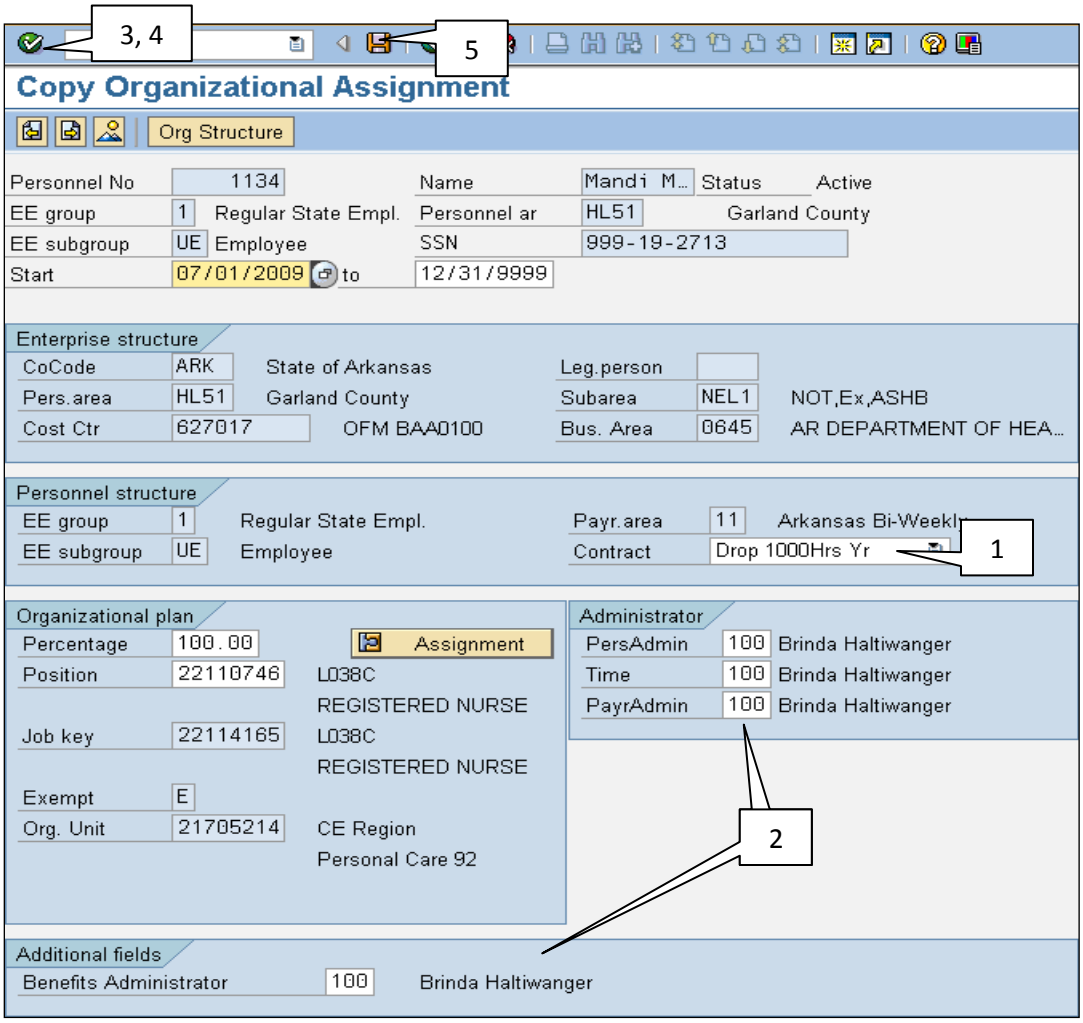
Organizational Assignment (Infotype (0001)

There are two prompts associated with the use of the *Work Contract* field for a DROP employee to ensure accurate eligibility of benefits is allowed. Notification of the DROP action is sent to the Benefits Administrator.

Action Steps:

1. Choose a *DROP* option from the *Work Contract* field.
2. Make any necessary changes to the *Administrators*.
3. <Enter> . The system displays this message

   Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter> to validate the information.
5. <Save> to save the information.

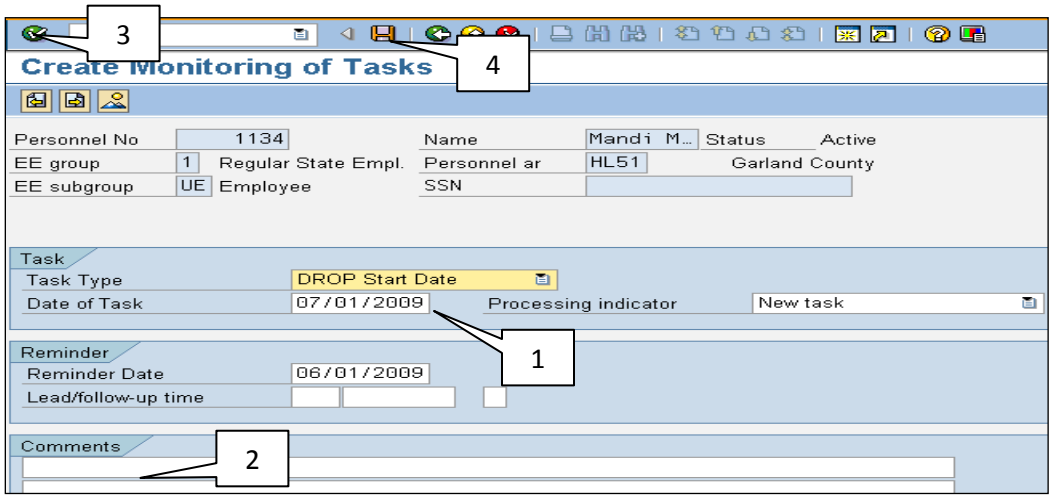


Monitoring of Tasks (Infotype 0019)

The *DROP start date* should be the same date as that entered at the start of the process on the *Personnel Actions* screen.

Action Steps:

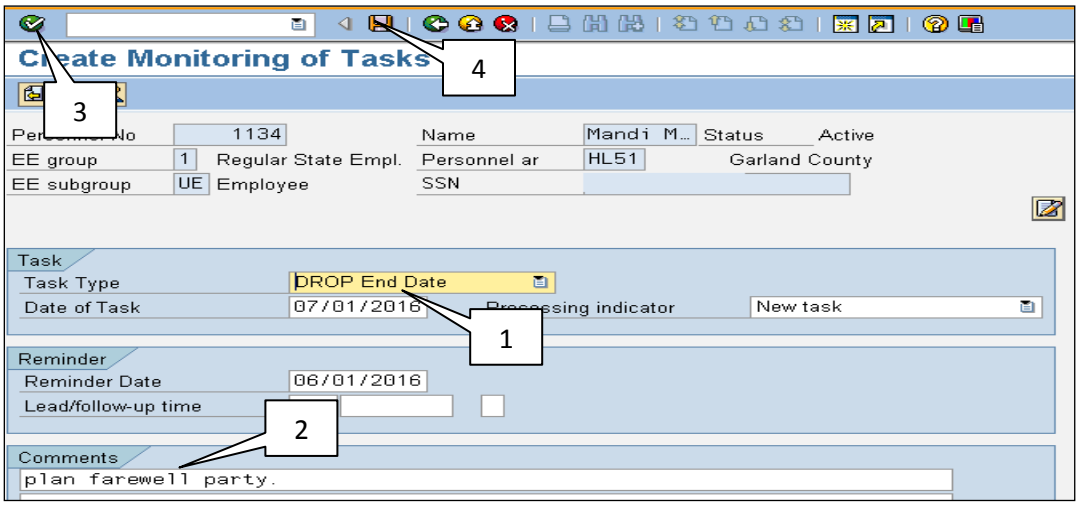
1. Enter the *DROP Start Date*.
2. Enter any additional comments as needed.
3. <Enter> to validate the information.
4. <Save> to save the information.



The *Drop End Date* is <u>seven</u> years from the *Drop Start Date*. The Reminder Date alerts the agency of action to be taken at the end of the Employee's DROP period.

Action Steps:

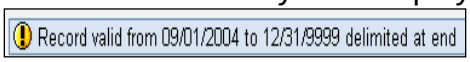
1. Enter the *DROP End Date*.
2. Enter any additional comments as needed.
3. <Enter> to validate the information.
4. <Save> to save the information.



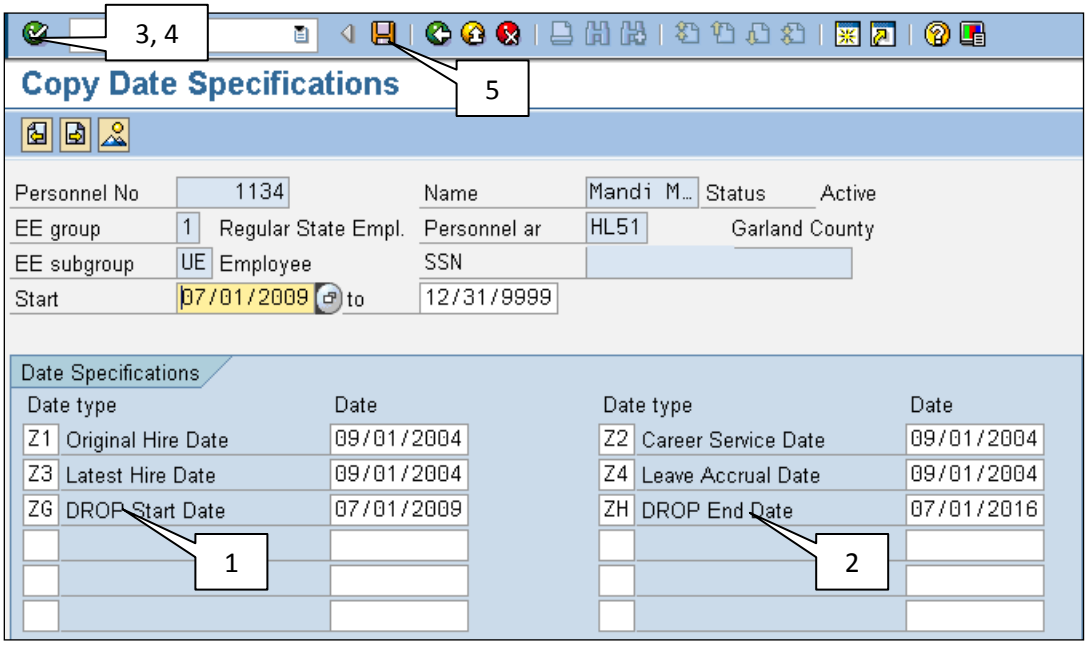
Date Specifications (Infotype 0041)

The *DROP Start Date* and *DROP End Date* need to be added this infotype.

Action Steps:

1. Select *DROP Start Date* from the drop-down list and enter the date.
2. Select *DROP End Date* from the drop-down list and enter the date.
3. <Enter>. The system displays this message 

indicating the previous record's end date is changed.
4. <Enter> to validate the information.
5. <Save> to save the information.



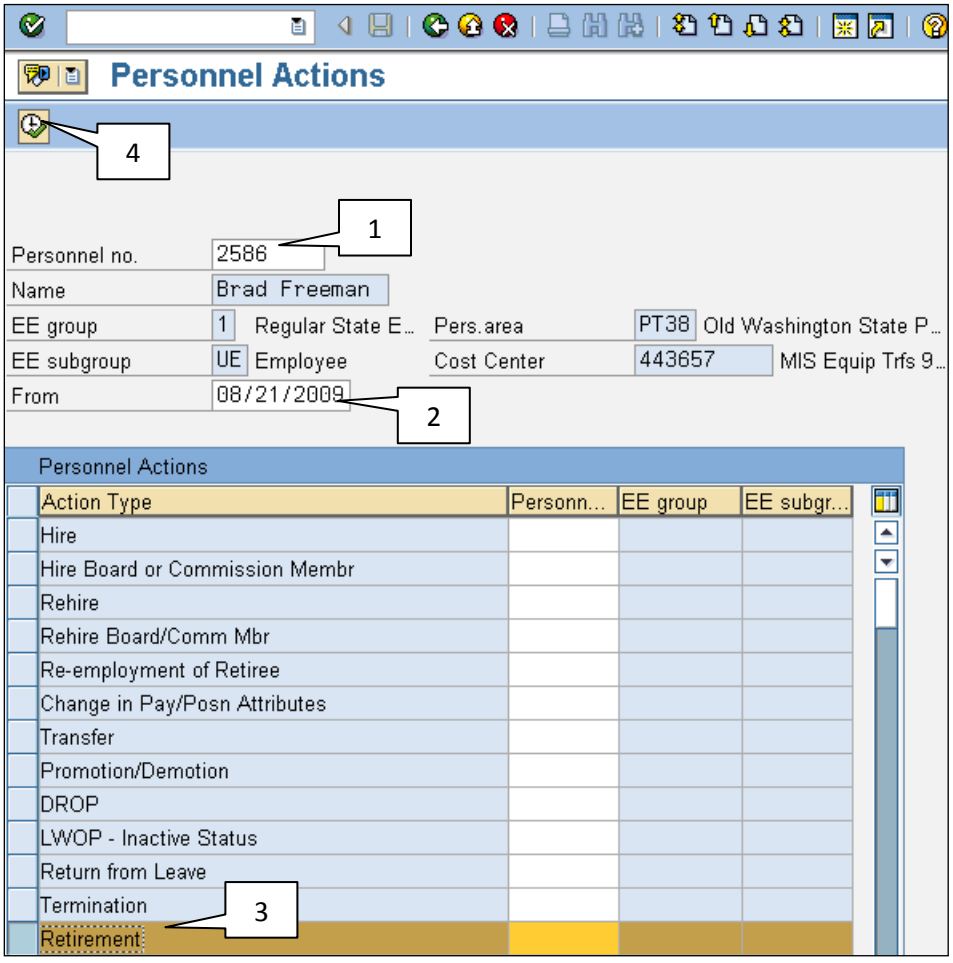
Retirement

After years of loyal service, an employee resigns from his position. In AASIS, the retired employee's master data, along with the personnel number is retained for historical purposes or in the event the employee is rehired. The retirement action is processed by using transaction code: *PA40 – Personnel Actions.*

Scenario: Brad Freeman is retiring and his last working day is August 21, 2009.

Action Steps:

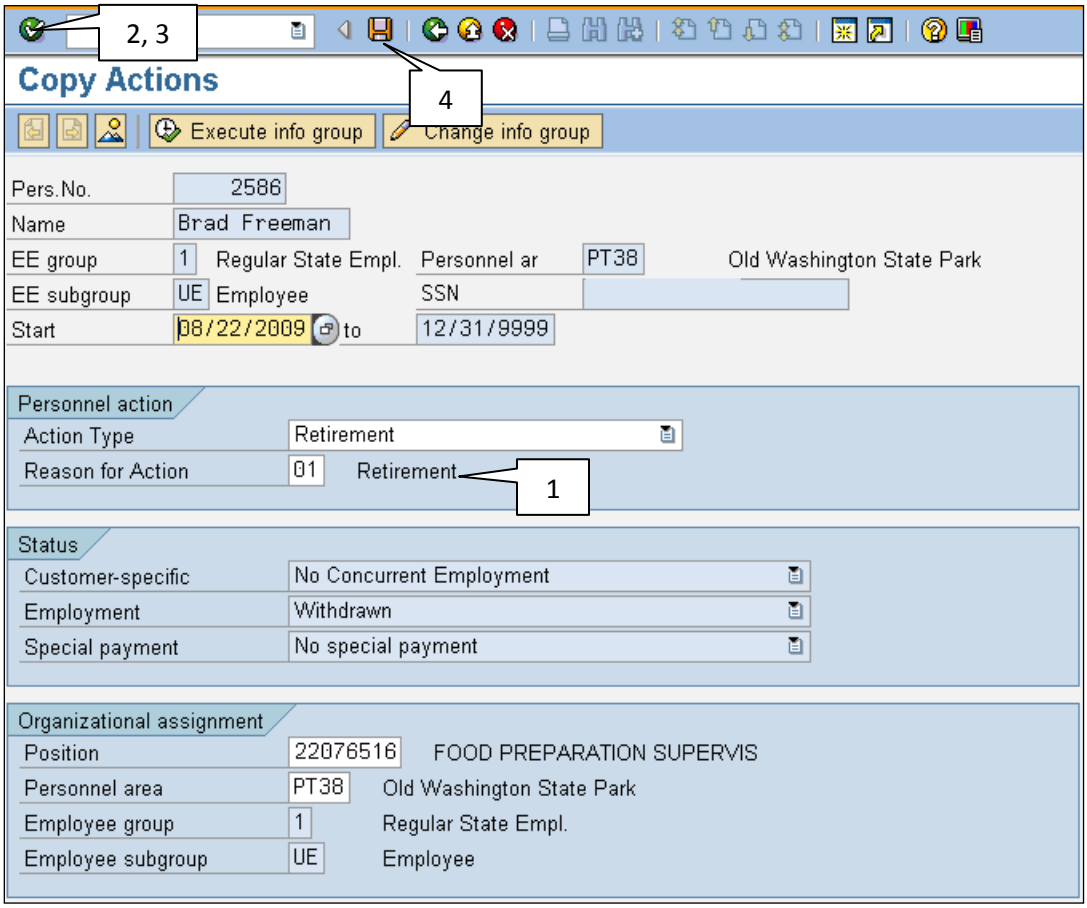
1. Enter the *Personnel no*.
2. Enter the last working day at the agency.
3. Select *Retirement*.
4. <Execute> to advance to the next screen.



Actions (Infotype 0000)

Action Steps:

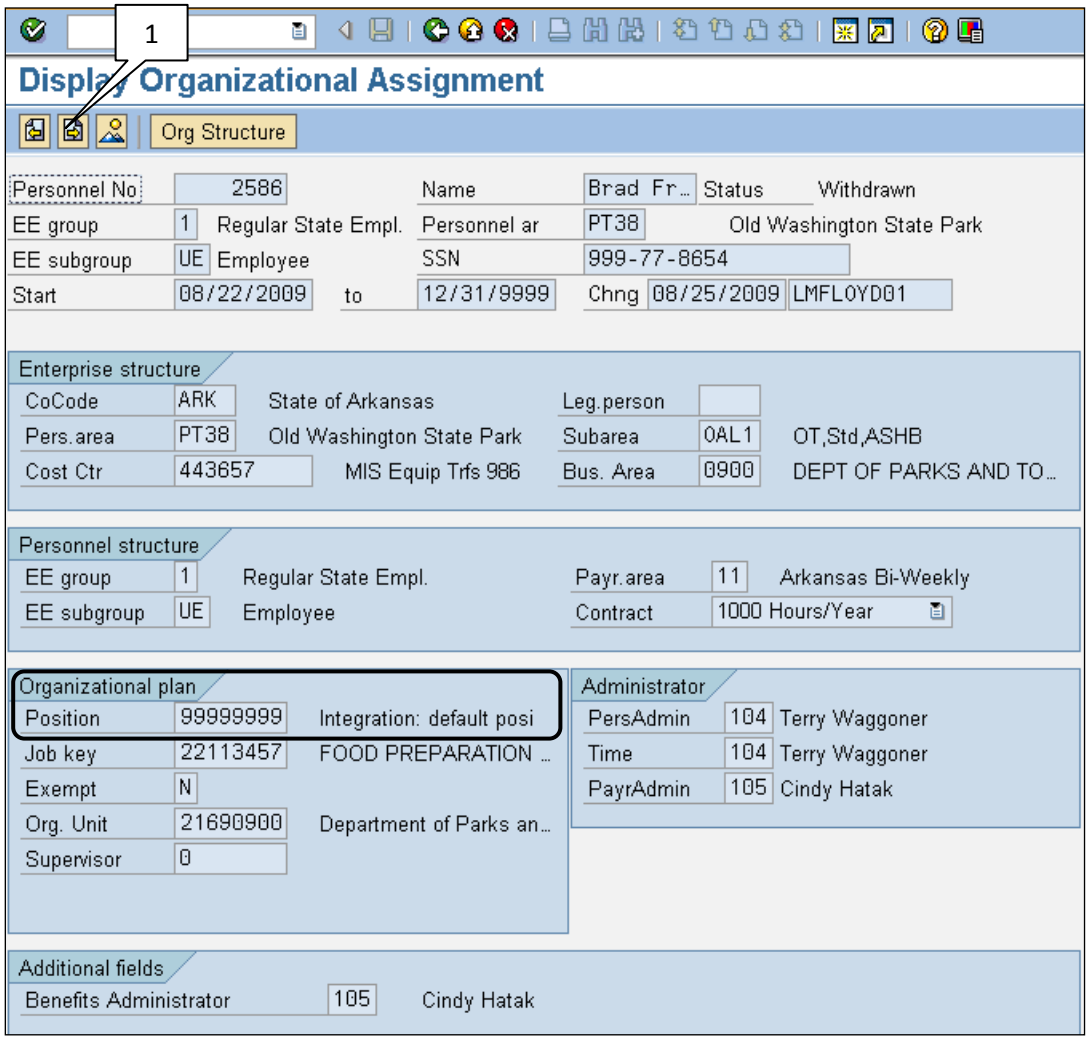
1. Enter *Reason for Action*.
2. <Enter> . The system displays this message Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter> to validate the information.
4. <Save> to save the information.



Organizational Assignment (Infotype 0001)

Notice the Position number changes to *99999999.* This infotype is reflected as a display screen only; therefore, changes to administrators are not allowed.

1. <Next record>

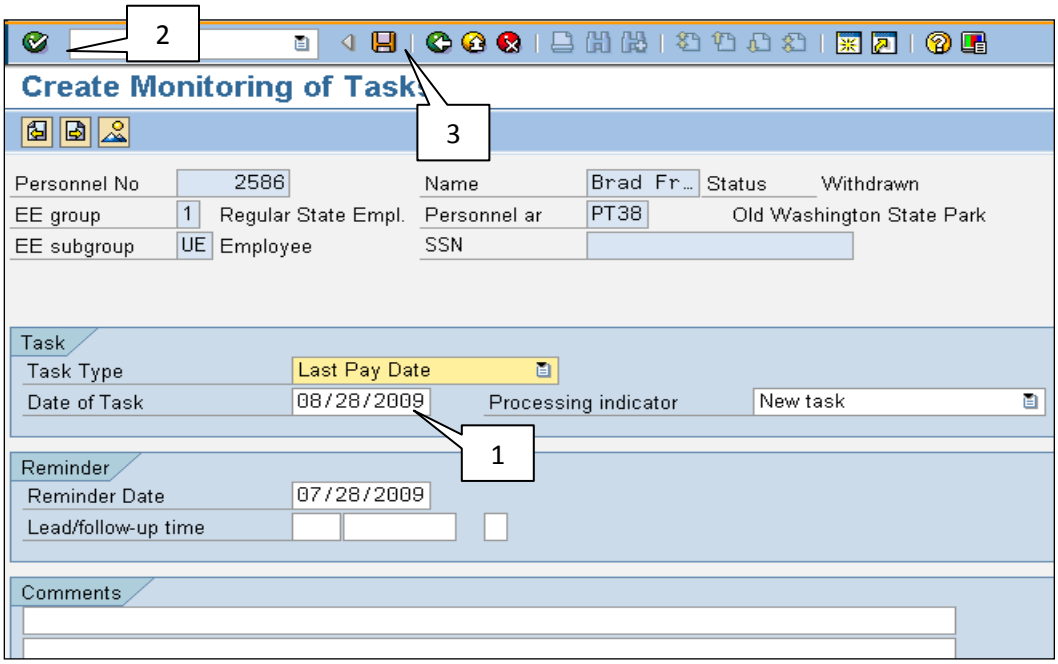


Monitor of Tasks (Infotype 0019)

This infotype must be completed when processing this action in order to provide the Last Warrant Date (the last pay date) for the Retiree.

Action Steps:

1. Enter the *Last Pay Date*.
2. <Enter> to validate the information.
3. <Save> to save the information.



After completing the *Retirement* action, agency personnel must review the *Bank Details* for multiple direct deposits. This infotype is not affected by the Retirement action; therefore, the end user must review this infotype separately using *PA30.*

Reviewing Other Bank records under Bank Details (Infotype 0009)

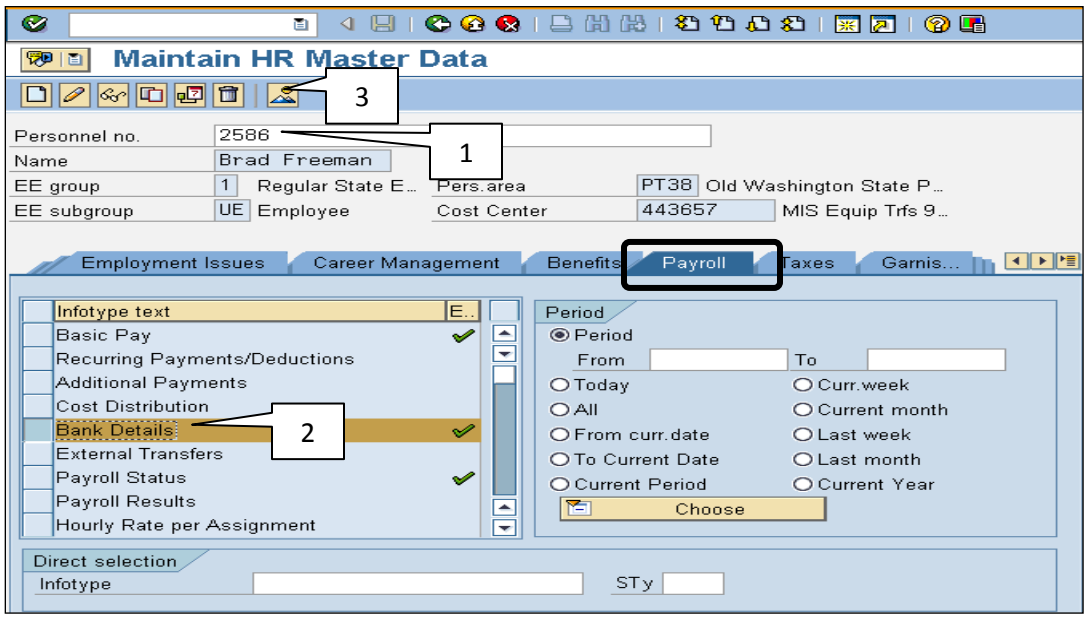
At the time of retirement, an employee may have more than one bank record. If multiple bank records exist, the Main Bank record must remain open while the Other Bank records must be delimited (ended.) Other bank detail changes to be made must be completed/submitted by the employee using the DFA, OPM form: Bank Details/Direct Deposit Enrollment Form.

When delimiting other bank records, the effective date is the last day of the pay period in which the employee retires. Therefore, the employee's last warrant will be deposited only to the main bank on record. Upon returning to the Personnel Actions screen, agency personnel must access *PA30* and review the *Bank Details (IT0009)* for multiple direct deposits.

Scenario: Brad Freeman's last working day is August 21, 2009. The last day of the pay period is August 28, 2009. This date is used when delimiting the other bank records.

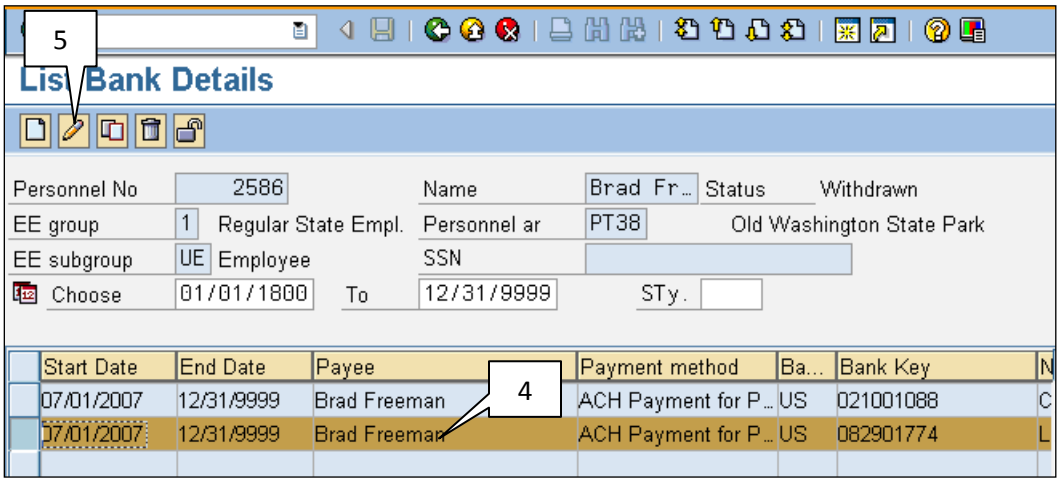
Action steps for delimiting Other Bank records in *PA30*:

1. Enter the *Personnel no*.
2. Under the Payroll tab, select *Bank Details*.
3. <Overview> .

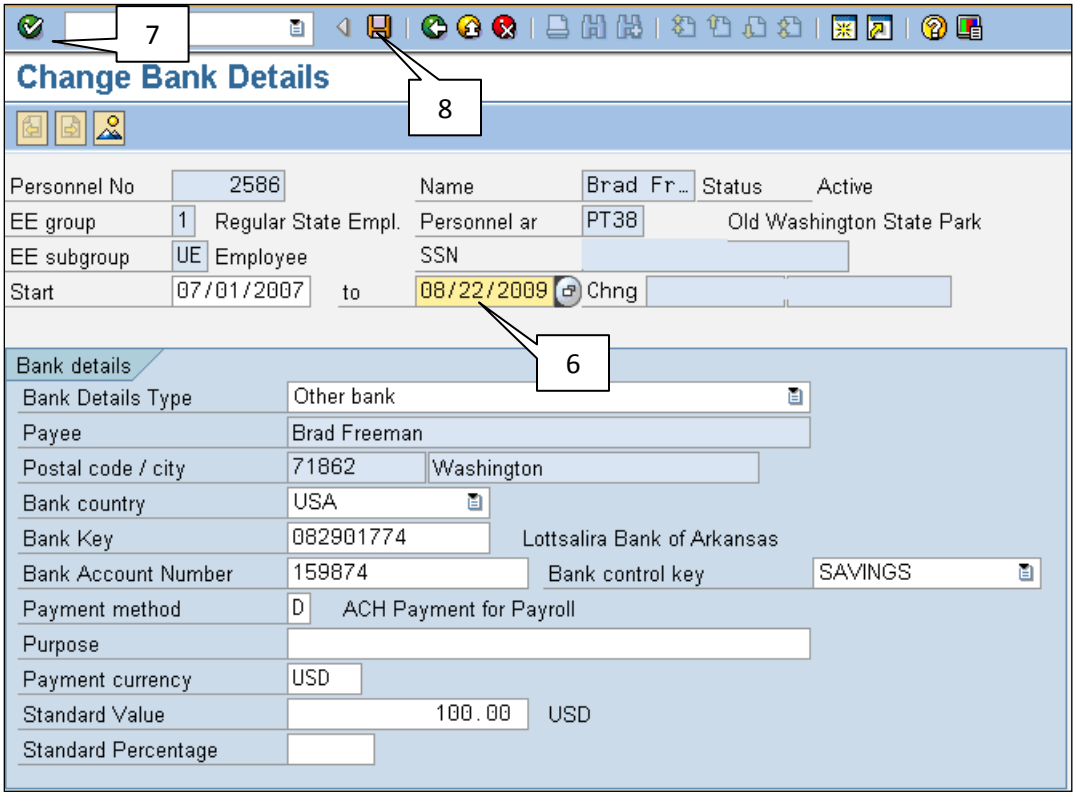


According to the records, this employee has two bank detail records.

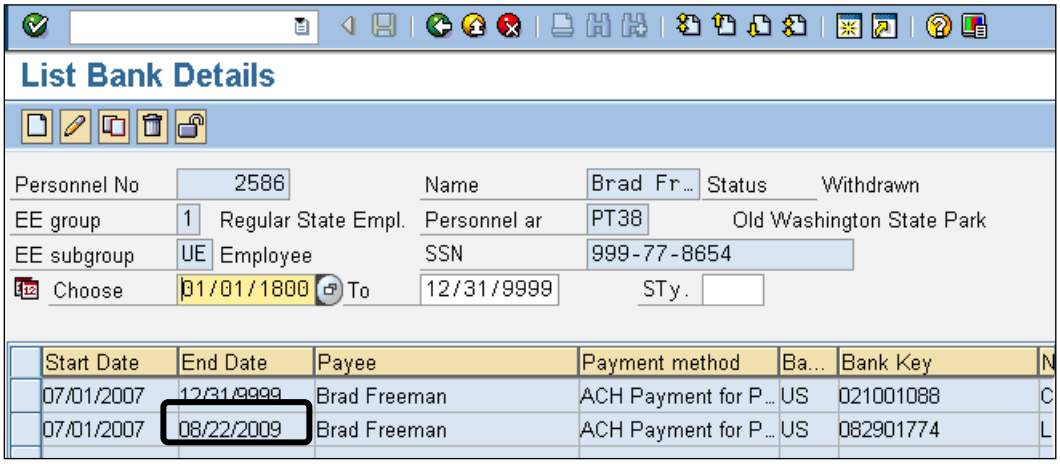
4. Highlight the *Other Bank* record.
5. <Change> .



6. Change *To* date to the last date of the pay period the employee retires in.
7. <Enter> to validate the information.
8. <Save> to save the information and to return to *List Bank Details* screen.



After the data entry process, you will return to the *List Bank Details* screen to view the ended direct deposit record. In the following screen, notice the revised end date for the other bank's direct deposit record has an *End Date*.



Termination

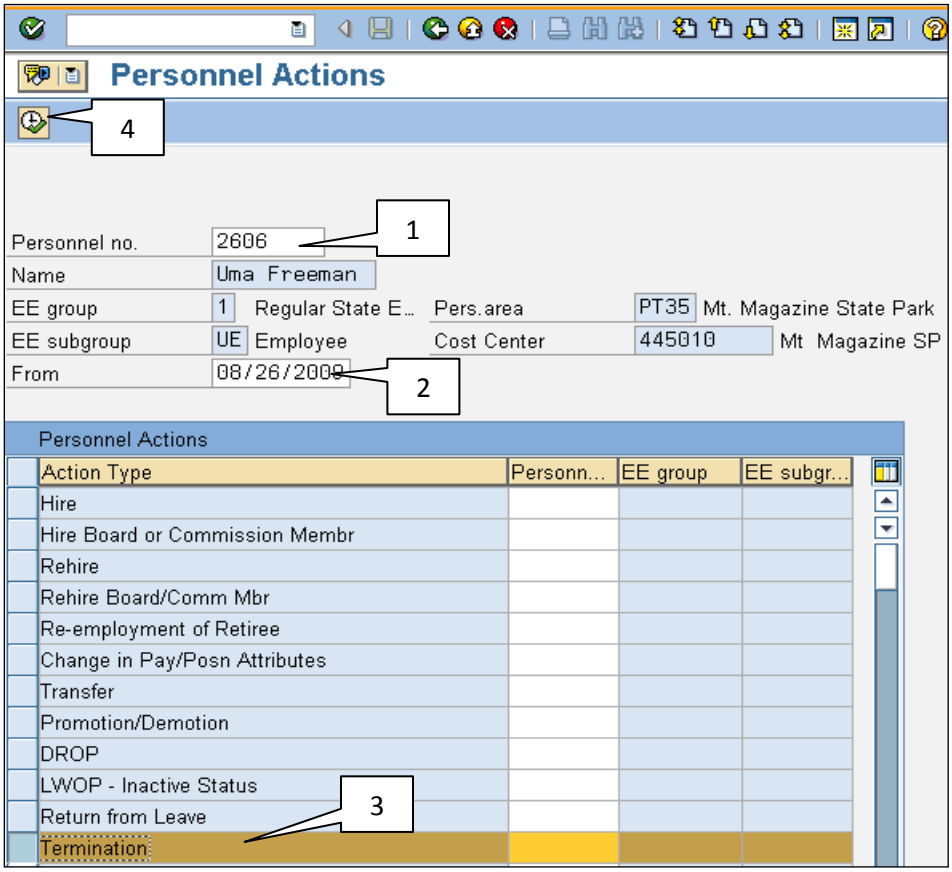
The *Termination a*ction must be entered immediately as any delay may result in an overpayment, notably for exempt employees. In AASIS, the terminated employee's master data, along with the personnel number, are retained for historical purposes or in the event the employee is rehired.

The termination date must not be earlier than the beginning of the first pay period of the fiscal year. Consult the Bi-weekly Schedule of Pay Periods issued by OPM. If it is necessary to have a *From* date beyond the first pay period of the fiscal year, the agency must submit a request with justification for approval to OPM/State Payroll.

Scenario: Uma Freeman is resigning from her current job. Her last day is August 26, 2009. Using PA40, enter the termination for Uma.

Action Steps:

1. Enter the *Personnel no.*
2. Enter the employee's last working date.
3. Select *Termination*.
4. <Execute> to advance to the next screen.



Actions (Infotype 0000)

The *Start* date will reflect the employee's last working day plus 1 day. Do not change this date because this change allows an employee to be paid for working their last day. If any time is recorded on the CAT2 Timesheet for the termination date or later, you will receive a hard error message (Timesheet entry after inactive period date must be deleted) and the system will prevent you from completing the *Termination* action. Contact the time entry personnel for correction of records before proceeding.

Action Steps:

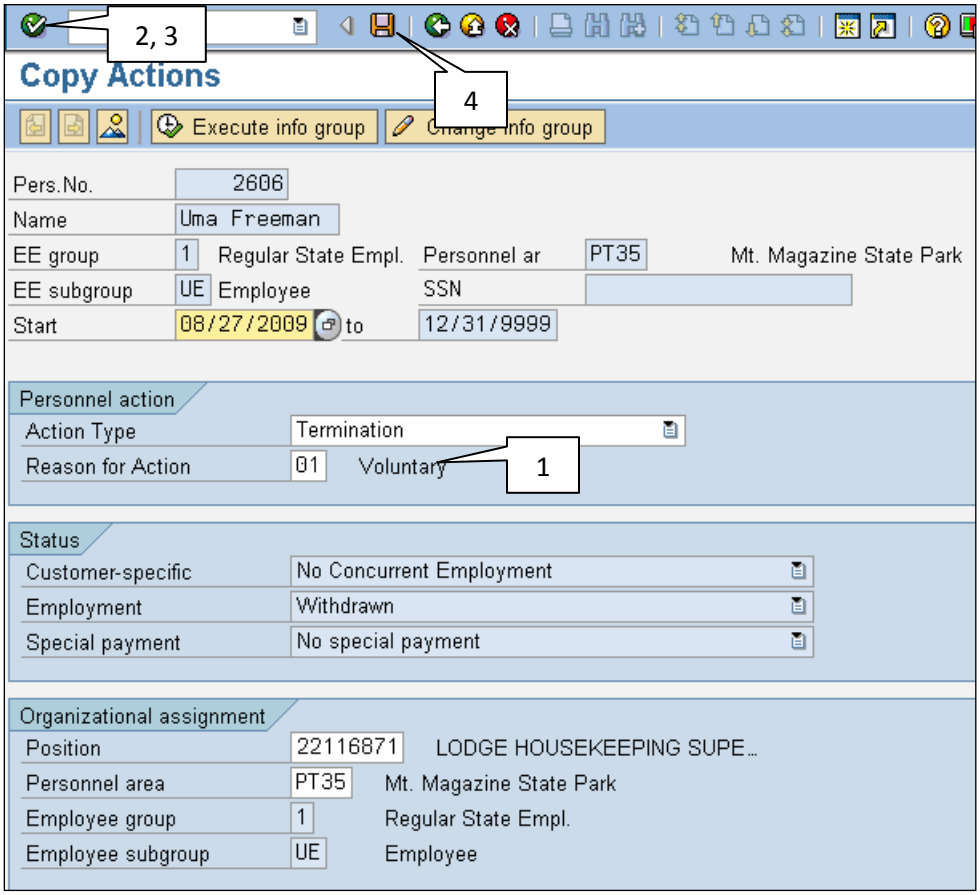
1. Select a reason from the drop-down list.

2. <Enter>. The system displays this message

   Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating that the previous record's end date will change.

3. <Enter> to validate the information.

4. <Save> to save the information.

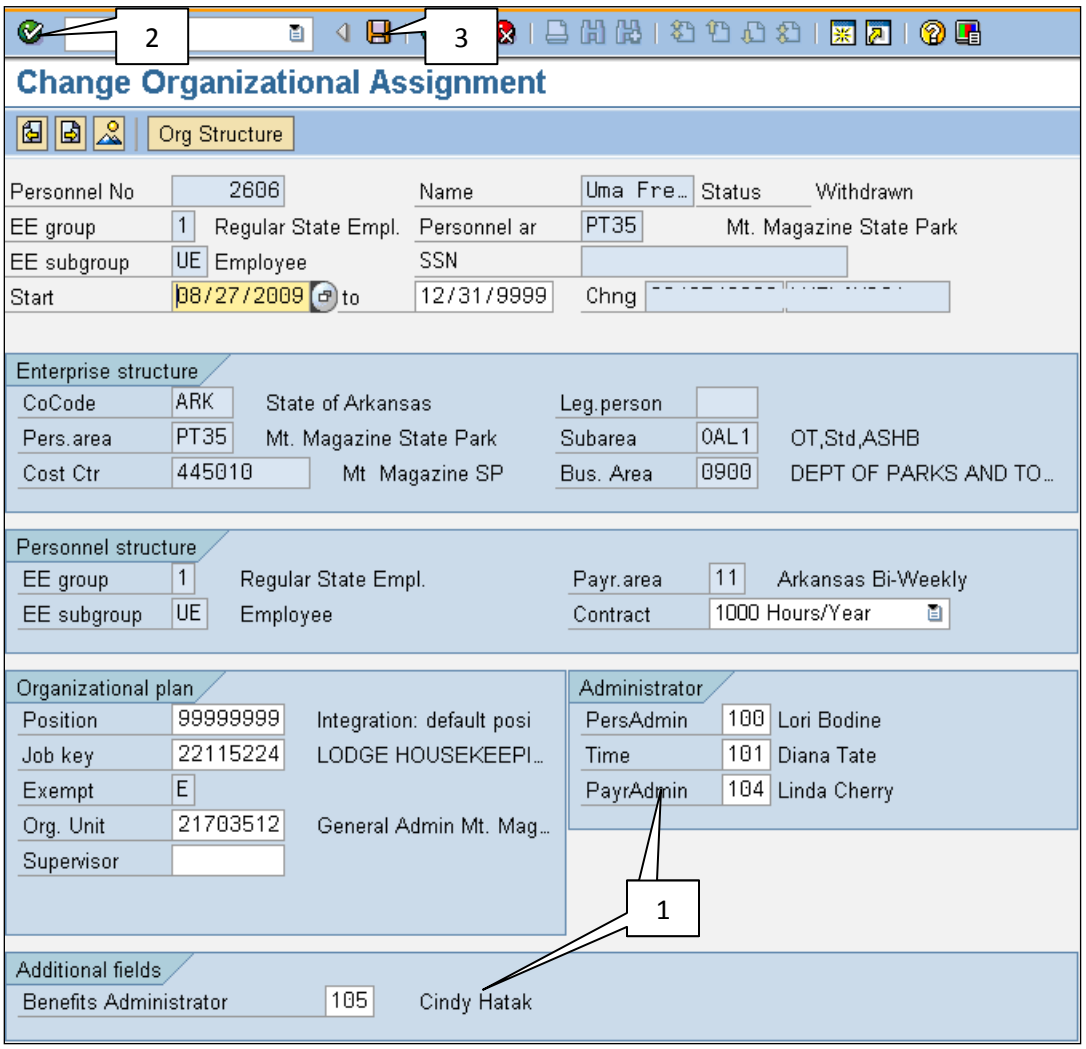


Organizational Assignment (Infotype 0001)

Workflow messages are sent to both Time and Payroll Administrators at the time of the termination action. It is critical that all agency personnel communicate during this process. Note: the position number under Organizational plan changes to 99999999.

Action Steps:

1. Verify and select the employee's *PersAdmin., Time, PayrAdmin, and Benefits administrator*.
2. <Enter> to validate the information.
3. <Save> to save the information.

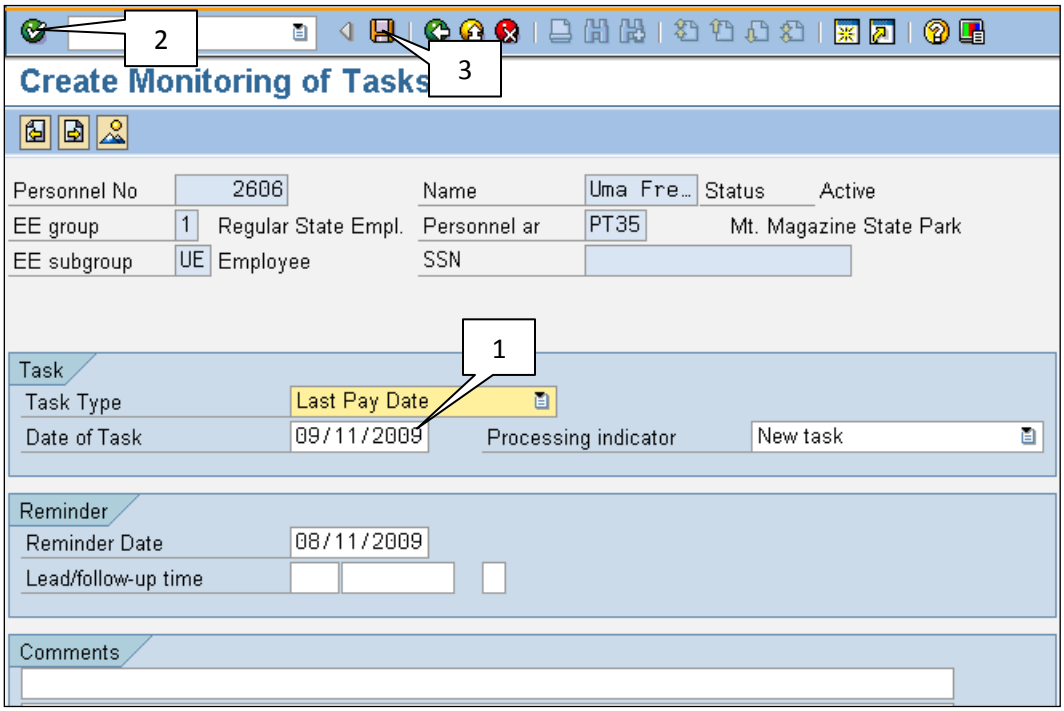


Monitoring of Tasks (Infotype 0019)

This screen is used by agency personnel to monitor events that are associated with terminations, such as an employee's last pay date.

Action Steps:

1. Enter employee's last received warrant date and additional comments.
2. <Enter> to validate the information.
3. <Save> to save information.



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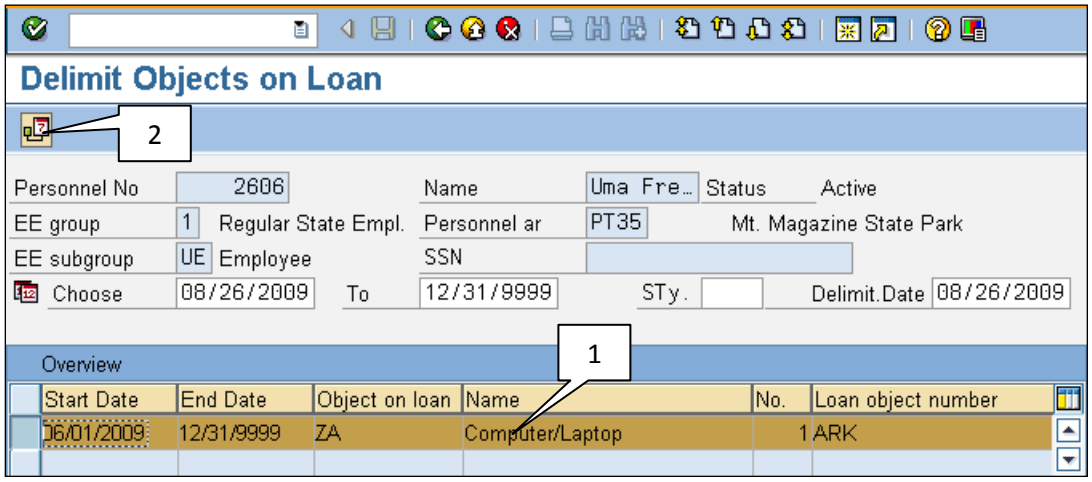
Objects on Loan (Infotype 0040) – Object Return

If the employee does not have any objects (uniforms, computers, etc) on loan recorded in this infotype, this screen will not appear and the *Termination* Action is completed.

If there are objects listed, the delimit icon changes the long running end date (12/31/9999) to an actual ending date (04/30/2008) in a record.

Action steps:

1. Highlight the object.
2. <Delimit> .



After completing the *Termination action*, agency personnel must review the *Bank Details* for multiple direct deposits. This infotype is not changed by the Termination action; therefore, the end user must review this infotype separately using PA30.

Reviewing Other Bank records under Bank Details (Infotype 0009)

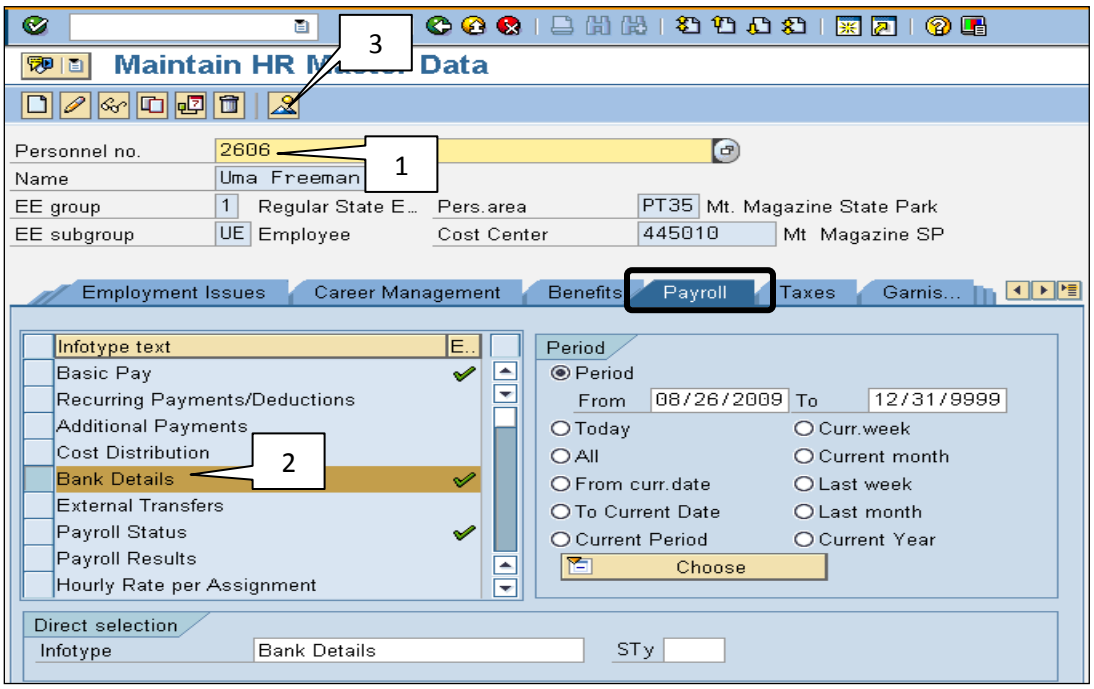
At the time the termination action is performed by the Agency, the terminated employee may have more than one bank record. If there are multiple bank records, the Main Bank record must remain open while the Other Bank records must be delimited (ended.) Any other bank detail changes are completed via the employee's written submission of DFA OPM form: Bank Details/Direct Deposit Enrollment Form.

When delimiting the *Other Bank* records, the effective date must be the last day of the pay period the employee is terminated. Therefore, the employee's entire final warrant is deposited only to the main bank on record.

Scenario: Uma Freeman's last working day is August 26, 2009. The last day of the pay period for which this date falls, is September 11, 2009. This date is used when delimiting the Other Bank records.

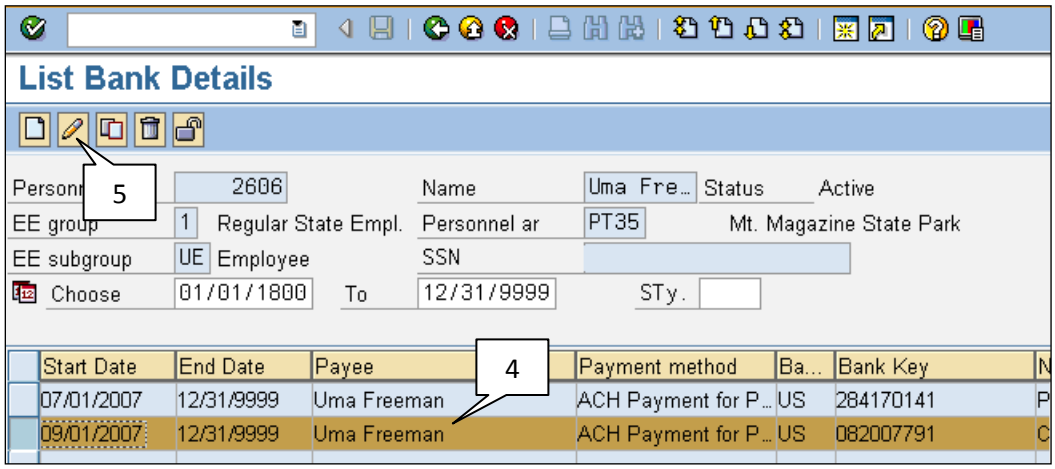
Action steps for delimiting Other Bank records:

1. Using *PA30*, enter the *Personnel no*.
2. Under the Payroll tab, select *Bank Details*.
3. <Overview> .

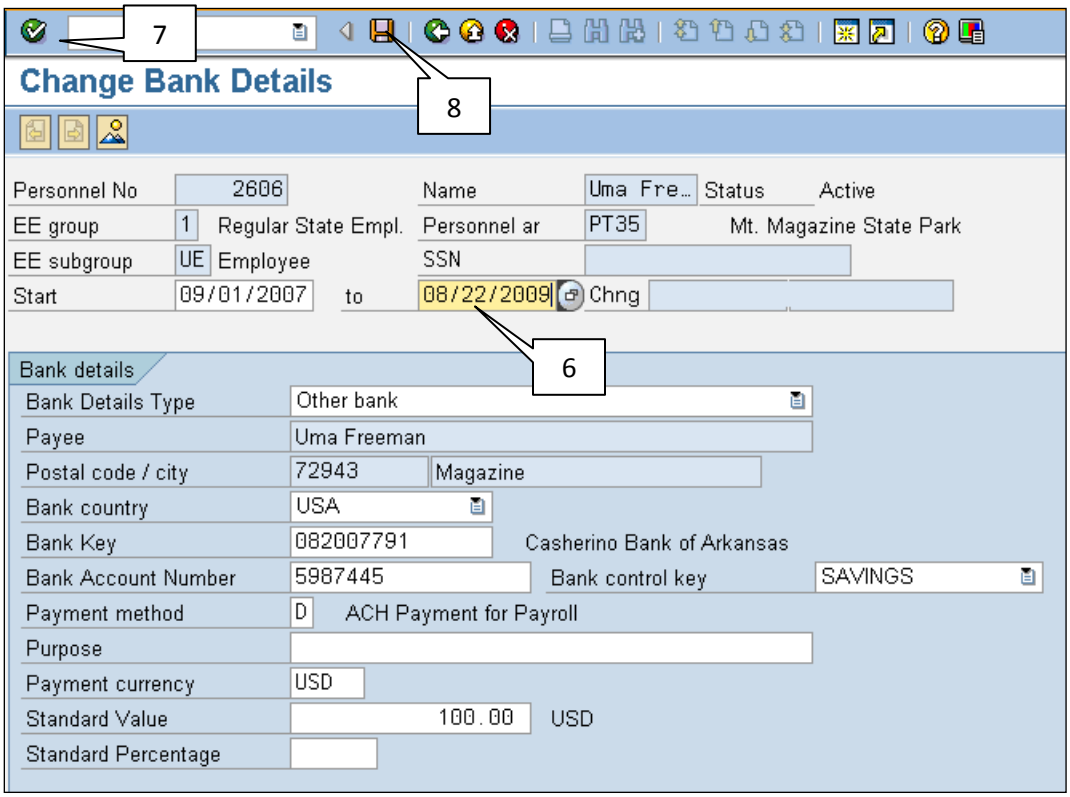


According to the records, this employee has two bank detail records.

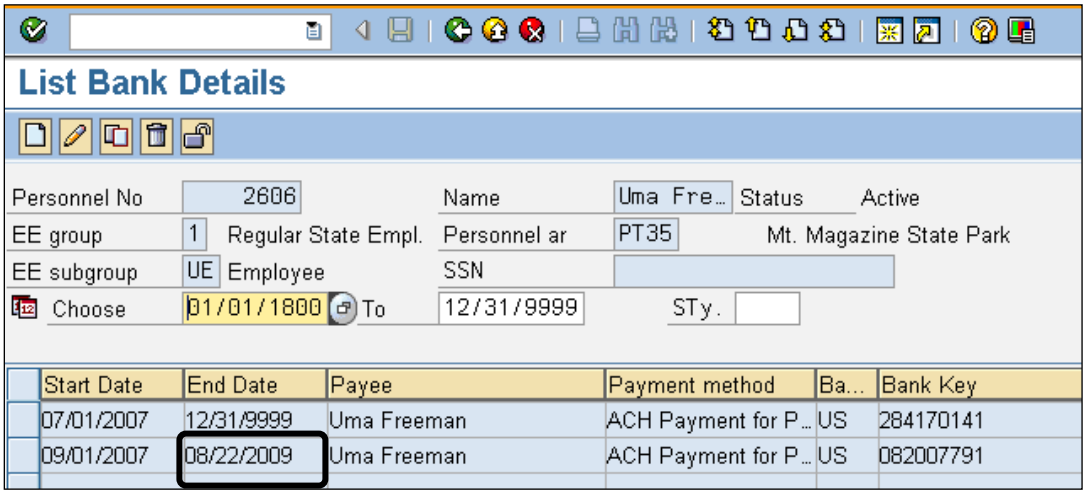
4. Highlight the *Other Bank* record.
5. <Change> .



6. Change *To* date to the last date of the pay period.
7. <Enter> to validate the information.
8. <Save> to save the information and to return to *List Bank Details* screen.



After the data entry process, return to the *List Bank Details* screen where you may view the ended direct deposit record. In the following screen, notice the revised end date for the other bank's direct deposit record has a new *End Date*.



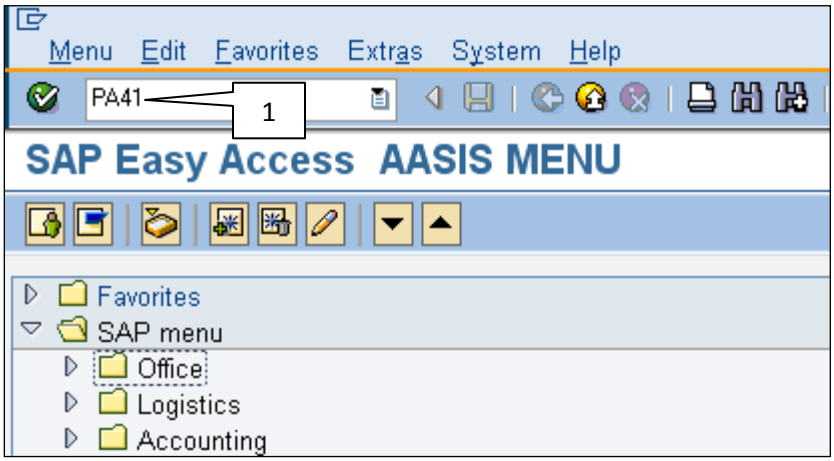
Correction of a Termination Date

This procedure demonstrates how to correct an incorrect termination date. Communication regarding the erroneous termination date is extremely important to Time, Payroll, and Benefits administrators. Within minutes of completing the action, the system begins terminating the employee's benefits and time accruals. Correction of an erroneous termination date must be performed on the same date as the initial action using transaction *PA41 Change Entry/Leave Date*.

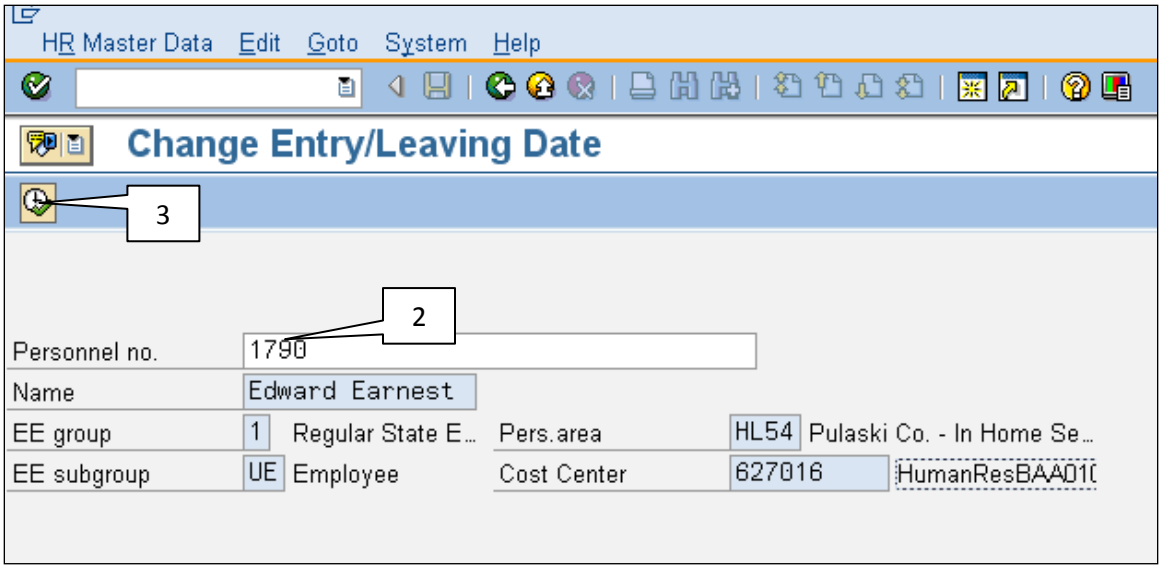
Scenario: Edward Earnest resigns from his position. Upon completion of the *Termination* action, you realize the termination date is incorrect. The correct termination date is June 26, not June 27.

Action Steps:

1. Enter **PA41** in the command field and press the Enter key on the keyboard.

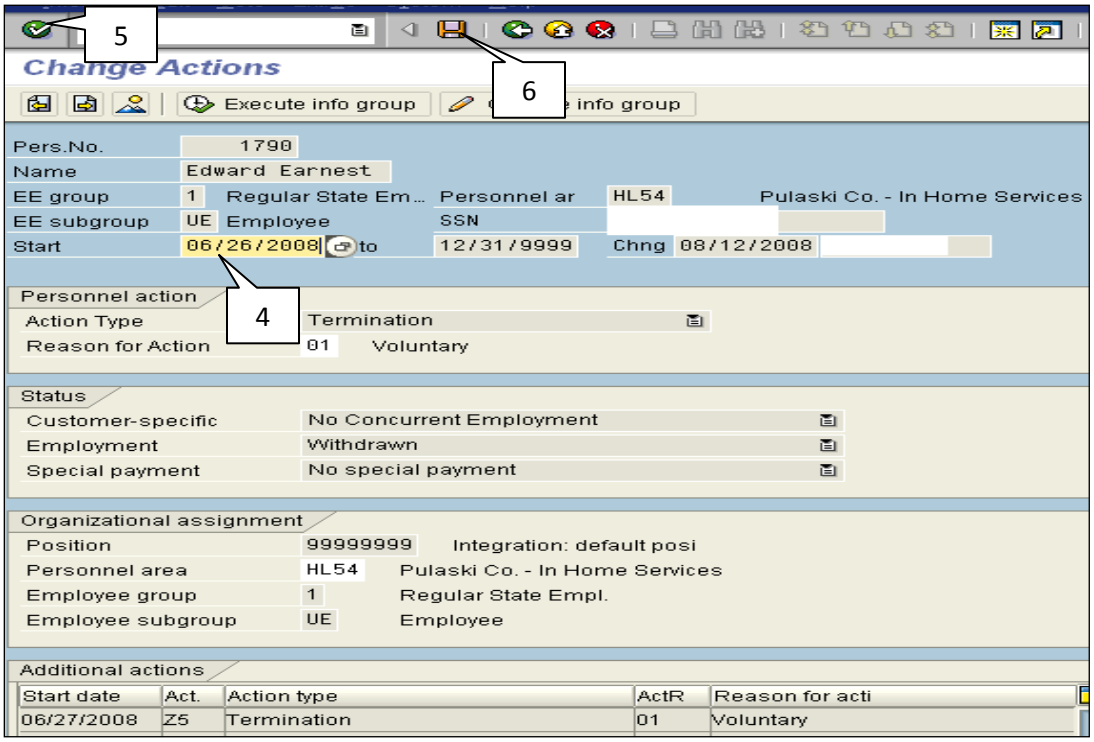


2. Enter the personnel number. <Enter> .
3. <Execute> .

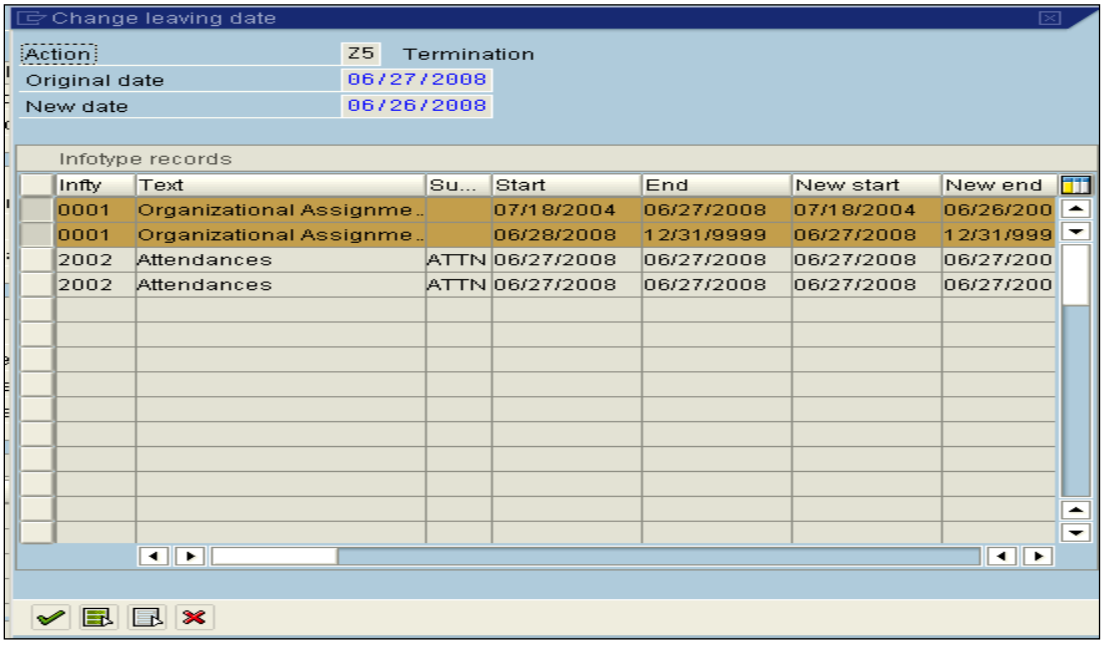


The *Actions* screen will display reflecting the termination action.

4. In the *Start Date*, change the incorrect date (06/27/2008) to the correct date (06/26/2008)
5. <Enter> to validate the information.
6. <Save> to save the information.



The *Change leaving date* box is reflected, containing all infotypes affected by the change.

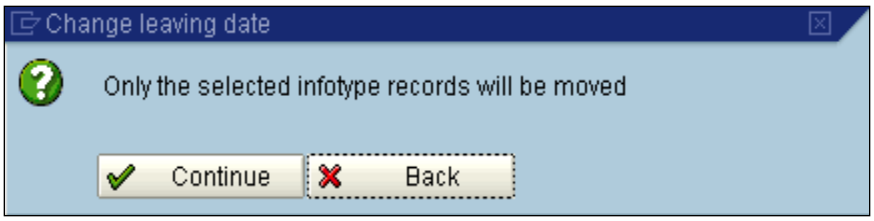


Warning:

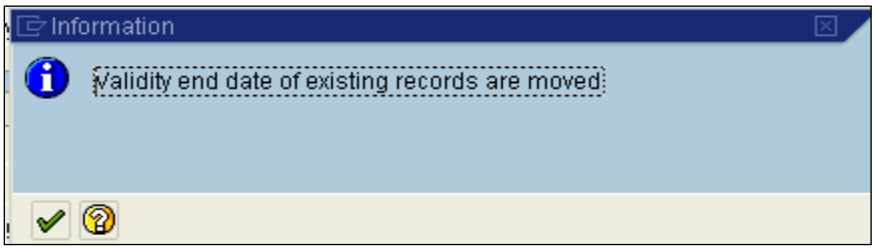
If ***Infotype 2001 Absences*** or ***2002 Attendances*** are present, do not highlight them! Contact the agency Time Administrator who handles time entry to make the corrections.

After correction process is completed, the Time, Payroll, and Benefits administrators MUST be notified regarding this correction to ensure their records are not affected by the mistake and correction.

7. <Green check mark> and the following message box is reflected.



8. <Continue> and another message is reflected.



9. <Green check mark> to complete the correction.